



together we can make a difference

Sporty Friends Officer

We are a national charitable foundation based on the North Shore in Sydney and are looking for an outstanding Sporty Friends Officer to assist our Corporate Relations team in the day-to-day management of relationships with our sporting partners.

The successful candidate will start in a temporary position for a three month period, with a view to becoming permanent.

The Role

Main responsibilities include:

- Driving day-to-day relationships with existing sports partners, which presently include the National Rugby League, Cricket Australia, V8 Supercar Racing, local AFL clubs, running festivals (eg Blackmores Sydney Running Festival, the Great Australian Run), and the horse racing industry.
- Actively identifying potential new sports partners.
- Assisting with the development and production of communications materials.
- Ensuring measurable, timely and successful outcomes from all relationships including monitoring Agreement terms and payment schedules.
- Working with sports partners and the Corporate Relations and Community Friends teams on projects, including events.

Experience

You must have at least three years experience in a similar role. Qualifications in sports, marketing, communications or a related discipline would be beneficial but not required.

Intermediate Excel and Word skills necessary, with accuracy and attention to detail crucial. You should be able to think outside the box and demonstrate creativity.

You will need to be proactive, a self starter and have excellent communication and interpersonal skills. Most importantly you must be enthusiastic and enjoy working as part of a team who truly believe in and strive to live the following values: passion, fun, friendship, integrity, respect, innovation and mutual benefits.

Salary will be commensurate with experience and will be agreed with the successful applicant.

If you would like to apply for this position, please email a cover letter and CV to natalie@mcgrathfoundation.com.au. Phone enquiries will not be accepted.

Applications close Wednesday 9th June 2010.