



## **MBI DEVELOPMENT MANAGER**

### **Job Description**

(Updated December 2020 - Subject to half-yearly review)

- POSITION TITLE:** MBI Development Manager
- REPORTING TO:** The Executive Committee of Mackay Basketball Inc. (*MBI*)
- REPORTS DIRECTLY:** MBI General Manager
- LOCATION:** McDonald's Mackay Multi-Sports Stadium  
Mackay Basketball  
107 Juliet Street, Mackay QLD 4740
- CLASSIFICATION:** Full time.
- (To meet the demands of this position it will be necessary for the candidate to be available for duties on weekdays, weekends and nights from time to time)
- REMUNERATION:** Dependant on credentials.
- DATE:** Applications close Tuesday, January 19th, 2021  
Please send applications to [guy.simpson3@bigpond.com](mailto:guy.simpson3@bigpond.com)
- POSITION PURPOSE:** The MBI Development Manager is responsible for the effective leadership and coordination of MBI development programs.
- MANAGES:** MBI Junior Representative Coaches, Club Coaches, Managers, Players and Volunteers
- KEY RELATIONSHIPS:**
- Internal:* MBI Management Committee, MBI Executive Committee, MBI Staff, MBI Members, MBI Volunteers.
- External:* Affiliated clubs, organizations and schools  
Basketball Queensland & Basketball Australia  
Mackay Regional Council, Grants funding agencies

Government, non-government & community-based agencies  
 Sponsors & other commercial partners, Media Contacts  
 Queensland based NBL & WNBL teams

**ACCOUNTABILITIES:**

The MBI Development Manager is accountable for specific responsibilities, in particular:

Performance excellence requirements	Key Accountabilities	Key Performance Indicators (Measurable)
Strategic Planning & Policy Formulation	<ul style="list-style-type: none"> <li>➤ Ensure that MBI follows a robust strategic planning and review of its development programs.</li> <li>➤ Retention and growth of MBI membership numbers / participation levels.</li> <li>➤ Coordinate Introduction to Basketball programs at MBI</li> <li>➤ Coordinate school holiday camps (minimum 1, preferably 2 annually)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Grow existing membership levels &gt;15% pa</li> </ul>
Operations	<ul style="list-style-type: none"> <li>➤ Ensure all stakeholders of MBI are communicated with in a manner that is both appropriate and effective. Pay specific attention to communication and liaison with the volunteer base of MBI.</li> <li>➤ Facilitate monthly junior rep committee meetings, record minutes and provide committee recommendations to the Executive Committee.</li> <li>➤ Maintain up-to-date and relevant policies and procedures.</li> <li>➤ Conduct a minimum of 2 junior club team coaches development sessions (age group specific) annually</li> <li>➤ Provide monthly reports to the Executive and Management Committees.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Maintain an up to date knowledge of relevant Basketball QLD/Aust rules and regulations</li> <li>➤ Successful Representative programs at all levels</li> <li>➤ Reporting accurate and on-time</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>➤ Ensure all stakeholders of MBI are communicated with in a manner that is both appropriate and effective. Pay specific attention to communication and liaison with the volunteer base of MBI.</li> <li>➤ Maintain an active and easily produced database of all coaches and managers for junior club teams and representative teams</li> <li>➤ Conduct twice annual meeting with club committees to ascertain feedback of what they require from the Development Manager.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Member satisfaction rating &gt;80%</li> <li>➤ 360 Degree survey on performance by coaches, managers and co-workers at 'Agree' or higher on average</li> </ul>
Financial Control	<ul style="list-style-type: none"> <li>➤ Meet or better the budgeted MBI Junior Representative Program previous years result.</li> <li>➤ Ensure all rep levies are paid</li> </ul>	<ul style="list-style-type: none"> <li>➤ Improve profitability year on year</li> </ul>

## **PRIMARY DUTIES:**

The duties and responsibilities of the MBI Development Manager shall include, but may not be limited to the following categories -

### **1. Office Administration**

The MBI Development Manager shall adopt the following procedures to ensure Basketball is administered effectively:

- Create and develop policies and procedures manuals for the benefit of MBI.
- Create and maintain an active database for coaches, managers, referees and volunteers.
- Create and maintain an active database for all Schools in the Mackay district, especially current Principals and teachers/coordinators of PE departments.
- Maintain a yearly development calendar marking any key dates.
- Work with other MBI staff to organise an effective timetable for any development programs and/or training sessions.

### **2. Junior Representative Program**

- Work in partnership with the MBI Junior Representative Committee to manage all necessary MBI representative program requirements. These may include but are not limited to:
  - Attending QNJBC Carnivals, State & National Championships
  - Coordinating and attending selection trials / development programs
  - Following up the payment of required fees
  - Monitoring training equipment
  - Assist to coordinate planning travel & accommodation
  - Assist with player, coach & manager selection
  - Player, coach, manager & parent management
  - Stocktaking uniforms and equipment
  - Assist with organising end of season awards
  - Monitor rep team bank accounts with treasurer and/ or coordinator
  - Planning and organising home QNJBC events including draws

## **Development**

- Actively recruit and retain players across all age levels and encourage new participants to the sport of basketball.
- Advertise programs / courses for players, coaches and officials to improve their skills and encourage new players / volunteer coaches to actively develop their skills.
- Coordinate the association's Introduction to Basketball Programs as required for new coaches and players.
- Coordinate/conduct coaching programs for schools seeking MBI to facilitate such programs.
- Coordinate & encourage participation in basketball-based camps/clinics, not being limited to school holiday camps, weekend camps or overnight camps.
- Develop a good rapport with all officials involved with the sport and assist with activities & scheduling across all levels.
- Encourage senior players to assist with skill development for junior players.
- Identify & develop elite junior players at all levels and foster high-performance player development to build the MBI elite players base.
- Identify & develop coaches at all levels to strengthen the MBI coaches network.
- Liaise with all MBI affiliated clubs and assist with the effective functioning of those clubs.
- Review MBI representative teams/coaches/assistant coaches/managers and players results at all regional, state & national carnivals and identify strategies for improvement on an annualised basis.

### **3. Promotions, Marketing & Sponsorship**

- Advertise and promote any important MBI events, games and functions to ensure maximum media coverage and thereby public participation.
- Coordinate and deliver the marketing program 'So you think you can play' at Primary Schools in the Mackay and surrounding district in terms two and

terms three of the calendar school year. Liaise with NBL1 North committee and Head Coaches to utilise contracted NBL1 North players to participate and assist deliver the program, with the purpose of marketing the sport of Basketball and recruiting new members to attend MBI introduction to Basketball programs conducted at McDonald's Mackay Multi-Sports Stadium

- Design / organise any marketing material to help benefit the association.

#### **4. NBL1 North Program**

- Assist the NBL1 North Committee with any requirements that will contribute to the effective functioning of the NBL1 North program.
- Attend all NBL1 North home games as directed and assist with game day operations.

#### **6. High Performance**

- Depending on qualifications. Coordinate National Performance Program (NPP), State Performance Program (SPP) and Future Development Program (FDP) programs at MBI for Basketball Queensland (BQ).
- Assist coordination of state camps / trials at MBI for BQ
- Attend various events / camps / teleconferences as required by BQ.

#### **7. Other Events**

- Assist the MBI General Manager & other staff where required, to ensure that any tasks relating to any MBI events are fulfilled.
- Attend any MBI related events, functions and tournaments as directed by the MBI General Manager and assist where required.