



THE GOLDEN JUNIOR HOCKEY SOCIETY IS SEEKING A PROACTIVE, ENERGETIC AND ORGANIZED PART-TIME BUSINESS MANAGER TO JOIN OUR TEAM.

# BUSINESS MANAGER

This role is pivotal in ensuring effective revenue generation, smooth game day operations and efficient team administration. The successful candidate will be passionate about hockey and will believe in the long-term success of the Rockets. We expect them to build a successful, long lasting network of relationships within the Golden community and beyond.

**LOCATION:** GOLDEN, BC

**HOURS:** Part-time (approximately 15-20 hours per week; evenings and weekends as required).

Schedule may change as the role develops and adjusts. Hybrid - Work from home and on-site at Golden & District Centennial Arena.

**COMPENSATION:** Commensurate with experience



## **KEY RESPONSIBILITIES - REVENUE DEVELOPMENT**

Create a business strategy that focuses on revenue development for the Golden Junior Hockey Society. The strategy should include, as a minimum, corporate partnerships, brand development, fundraising and events.

### **Corporate Partnerships & Sales:**

- Drive revenue through managing and growing relationships with new corporate partners, including ticket packages, sponsorships and advertising.
- Develop a corporate sponsorship package and respond with sponsorship proposals to ad-hoc requests from prospective partners.

### **Fundraising:**

- Develop and implement fundraising initiatives, such as events, sponsorships, and merchandise sales, working with the team's leadership as appropriate.
- Assist with the planning and execution of the Golden Rockets Golf Tournament and other fundraising events, including advertising, team selections, deposit collection, scheduling, and registration.
- Cultivate new relationships with local businesses and community partners for sponsorship opportunities.
- Research and explore grant opportunities and assist in the application process.
- Collaborate with the Board Director responsible for advertising sales to secure new opportunities regarding digital, broadcasting and social media sponsorships.

### **Rockets Brand Development:**

- Provide direction to the Rockets socials team.
- Develop a merchandising strategy, including licensing options, to enhance the Rockets brand through merchandise development, sales and online promotions.
- Manage the sale and inventory of team merchandise. Respond to out-of-town purchase enquiries and fulfill orders.

## **KEY RESPONSIBILITIES - OPERATIONS AND ADMINISTRATION**

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### **Media**

- Ensure that all social media/website/television content meets applicable standards and is capable of generating revenue.
- Collaborate with the Rockets media team to assist with press releases, social media, photography, content and scheduling.
- Work with the media team to ensure brand-aligned, revenue-capable content is shared across social and digital platforms.
- Maintain and update the Golden Rockets website with event details, policies, and other relevant information.

### **Administration**

- Handle the player registration processes, ensuring all documentation is complete and up-to-date.
- Collaborate with the Treasurer to manage the collection of outstanding player registration fees and communicate with the Head Coach regarding any delinquent payments.
- Work with the Trainer/Equipment Manager to Implement an inventory management system for equipment, tracking inventory movements and lifecycle.
- Use CRM software to implement and manage a volunteer registry.
- Maintain accurate records of partnerships, contracts, communications and financial transactions.
- Prepare monthly update reports for submission to the Society's Board of Directors.
- Maintain compliance with all Society policies and league regulations.
- Ensure compliance with all organizational policies and league regulations.

Assist with other administrative tasks as assigned by the President and Head Coach/General Manager.

## KEY RESPONSIBILITIES - GAME DAY OPERATIONS

Oversee setup and coordination of game day operations to deliver unforgettable game-day experiences including in game entertainment, raffles and concessions.

- Coordinate all aspects of home game logistics, including venue setup, staffing, broadcasting and gameday equipment management.
- Direct the coordination of game day operations in collaboration with volunteer leads including scheduling and task assignments.
- Manage sponsor activations on game days to ensure fulfillment of sponsor agreements.
- Oversee ticket sales, merchandise booths, and concession operations during games.
- Develop a ticket sales strategy that incorporates season ticket sales, group sales, and block sales.

## KEY PERFORMANCE INDICATORS (KPI'S)

- **Operational Efficiency:** Successful execution of home games without logistical issues.
- **Registration Accuracy:** 100% of player registrations completed accurately and on time.
- **Revenue Targets:** Achievement of set fundraising and sponsorship goals.
- **Stakeholder Satisfaction:** Positive feedback from players, parents, coaches, sponsors and the Golden community.
- **Compliance:** Adherence to all league and organizational regulations without infractions.

# QUALIFICATIONS, SKILLS & ATTRIBUTES

- Demonstrable history of sales talent and competence.
- Previous experience in sports administration, event management, or a related field.
- An understanding of business management, including systems, financials and growth planning.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal abilities.
- A passionate advocate for Junior Hockey in Golden, eager to connect with our community of fans, businesses and residents.
- Proficiency in basic financial management and record-keeping.
- Familiarity with hockey operations is an asset but not mandatory.
- Familiarity with Monday CRM software and its integrations.

## HOW TO APPLY

Please submit your resume and a brief cover letter or video introduction to [president@goldenrockets.com](mailto:president@goldenrockets.com) by June 30th.

We thank all applicants for their interest, but only those selected for an interview will be contacted.

