POSITION DESCRIPTION

GENERAL MANAGER

Employment Type:	Full-Time 38 hours per week, with flexibility required to attend meetings and other Association activities as required in the evening and weekends.
Location:	Mornington District Basketball Association (MDBA) 1051 Nepean Highway, Mornington VIC
Reporting To	President - Committee of Management
Probation Period	Six (6) months
Salary:	$90,000 - $110,000 plus superannuation

About Mornington District Basketball Association

Mornington District Basketball Association (MDBA) is a community-focused sporting organisation committed to growing and developing basketball across the Mornington Peninsula.

MDBA provides inclusive, safe and engaging basketball opportunities for participants of all ages and abilities through domestic competitions, representative programs, participation pathways, development initiatives and community engagement activities.

Working collaboratively with Basketball Victoria, affiliated clubs, schools, volunteers, sponsors, members and local government, MDBA strives to create an environment where people can participate, perform and belong through basketball.

Position Purpose

The General Manager is the senior operational leader of MDBA and is responsible for delivering the Association's strategic objectives, operational performance and long-term sustainability.

Reporting to the Committee of Management, the General Manager leads all aspects of the Association's operations, including competitions, representative programs, facilities, finance, people and culture, stakeholder engagement, commercial partnerships, risk management and governance support.

The role requires a proactive individual who can balance strategic thinking with hands on operational delivery while fostering a positive, inclusive and member focused culture.

The General Manager serves as the primary representative of MDBA and is responsible for maintaining the Association's reputation, strengthening community relationships and driving future growth opportunities.

Key Responsibilities

Strategic Leadership

- Deliver against the MDBA Strategic Plan and operational objectives.
- Provide strategic advice and recommendations to the Committee of Management.
- Identify opportunities for organisational growth and service improvement.
- Monitor emerging trends within basketball to inform decision making.

Organisational Leadership

- Lead, develop and manage a team of staff, contractors and volunteers.
- Foster a positive workplace culture focused on accountability, collaboration and continuous improvement.
- Develop workforce capability through recruitment, performance development and succession planning.
- Ensure compliance with employment legislation, workplace policies and human resource practices.

Operations and Programs

- Oversee the effective delivery of all domestic competitions, representative programs, events and participation initiatives.
- Ensure competitions and programs operate in accordance with Association by-laws, Basketball Victoria regulations and relevant policies.
- Monitor participation trends and implement strategies to improve member experience and retention.
- Maintain quality service standards across all areas of operation.

Governance, Risk and Compliance

- Support the Committee of Management in meeting its governance responsibilities.
- Prepare reports, business cases and recommendations for Committee consideration.
- Ensure compliance with applicable legislation, regulatory obligations and basketball governing body requirements.
- Maintain organisational risk management frameworks.
- Lead member protection, child safeguarding and integrity initiatives across the Association

Financial Management

- Develop and manage annual budgets.
- Monitor financial performance and provide accurate and timely reporting.
- Ensure effective financial controls, accountability and resource management.
- Identify and pursue revenue growth opportunities, grants, sponsorships and commercial partnerships.
- Support the long term financial sustainability of the Association.

Stakeholder and Community Engagement

- Act as the primary point of contact for members, clubs, Basketball Victoria, local government, schools, sponsors and community partners.
- Build and maintain productive relationships with key stakeholders.
- Represent MDBA at meetings and events.
- Manage complaints, feedback and member enquiries professionally and effectively.
- Promote a culture of inclusion, respect and community engagement.

Marketing, Communications and Commercial Development

- Oversee the Association's marketing, communications and brand strategy.
- Ensure timely and effective communication with members and stakeholders.
- Develop sponsorship and partnership opportunities that align with MDBA's strategic goals.
- Enhance the visibility and reputation of MDBA across the community.

Facilities Management

- Oversee the management and maintenance of MDBA facilities and assets.
- Manage relevant contracts, service providers and venue agreements.
- Ensure facilities are safe, accessible and fit for purpose.
- Identify opportunities for facility improvements and development.
- Oversee the management of the canteen operations and contract.

Key Selection Criteria

Essential

- Demonstrated experience in leadership, management or operational leadership role, with the capability and readiness to progress into a General Manager position.
- Proven ability to deliver strategic and operational outcomes.
- Financial management, budgeting and reporting experience.
- Exceptional stakeholder engagement and relationship management skills.
- Experience leading and developing teams.
- Highly developed written, verbal and interpersonal communication skills.
- Strong organisational, planning and problem solving capabilities.
- Demonstrated understanding of governance practices.
- Ability to manage competing priorities and operate effectively under pressure.
- Proficiency with business technology systems, including Microsoft 365 and database management systems.

Desirable

- Experience within the community sport, recreation or not-for-profit sector.
- Knowledge of basketball competition structures and pathways.
- Understanding of facility and venue management.
- Experience working with volunteer led organisations and Committees.

Qualifications

Essential

- Relevant tertiary qualification in Business, Sport Management or related discipline and/or equivalent demonstrated experience.
- Current Victorian Working with Children Check.
- Current National Police Check.
- Current First Aid and CPR Certification.

Child Safety Commitment

MDBA is committed to providing a safe, inclusive and welcoming environment for children and young people. The General Manager is responsible for supporting and promoting child safety, member protection, integrity and safeguarding practices in accordance with Victorian Child Safe Standards and Basketball Victoria requirements.

We Encourage Diverse Applications

MDBA recognises that candidates may not meet every selection criteria. We encourage applications from people who can demonstrate relevant skills, experience, and potential, even if they do not satisfy every requirement. We are committed to finding the right person for the role, and we place equal importance on capability, attitude, and cultural fit alongside the selection criteria.