



## **Toronto Triathlon Club Role of Business Manager**

### **Purpose**

Support administration, coordination and successful execution of training and triathlon related activities for the Club. This involves liaising with sponsors, club coaches and subject matter experts to offer relevant, innovative and cost-effective opportunities for Club members, as well as supporting other Board members and Committee leads as required.

### **Term**

One year

### **Time commitment**

Up to 20 hours per week

### **Compensation**

\$25 per hour

### **Reporting relationship**

Reports to Chair of the Board of Directors

### **Primary Duties**

- Membership:
  - Support member registration and renewals
  - Create and manage events in Wild Apricot (WA), including registration
  - Work with Board and Head Coach to ensure all new members are properly onboarded
- Financial:
  - Manage invoices through WA for reporting to Accountant; follow up on outstanding fees for WA event invoices
  - Document refund requests for approval
  - Issue credits and notices to members for use as appropriate
  - Help Treasurer to prepare annual administrative budget
- Communication:
  - Create communication plan, including club and sponsor e-blasts, website updates / promotions, social media, and activations (stickers at sessions / events / etc.)
  - Prepare and release club e-blasts
  - Execute general website updates
  - As back up to Administrative Assistant - assist with promotions, social media, and activations
- Club training and clinics:
  - Help establish Club activity calendar with input from Head Coach and Board of Directors, including training, camps, clinics, sponsored events, and partnerships



- Assist Head Coach with the preparation of event budgets for training sessions, camps, etc. which will be reviewed and approved by the Training and Treasury Directors
- Organize, schedule, and facilitate permitting, staffing (lifeguards), and facilities, as well as all logistics as they pertain to events, clinics, camps, training sessions, etc.
- Coordinate and communicate regularly with Coaches and Group Leads
- Partnerships:
  - Support the Sponsorship Lead on the various stages of sponsorship acquisition proposals
  - Support the Sponsorship Lead in conjunction with Director Communications and PR and Head Coach to execute sponsorships
  - Create and manage Triathlon Ontario relationship, including sanctioning documents and payments for non-members
  - Manage Multisport relationship, including submission of club participation reimbursement and other activities
  - Work with Membership to manage Ironman partnership
  - Work with BOD to manage Toronto Triathlon Festival relationship, including sponsorship of Club Championships and sponsorship activations (e.g., booth)
  - Work with Sponsorship and Head Coach to ensure Sponsorships are being properly managed from promotions and execution to tracking and recognition

#### **Additional expectations**

- Periodically be available to attend clinics to facilitate introductions (note: responsibility shared with Head Coach and BOD)
- Report status at Board meetings as required or requested
- Be available to react to needed changes, communication, etc.
- Support other Directors and Leads as requested