



## **DIRECTOR OF BUSINESS OPERATIONS**

### **PRIMARY OBJECTIVE**

The immediate priority of this position is to work with the COO and other Senior Executives to develop the strategic plan for the Belleville Senators. The Director will be responsible for working collaboratively with the department leads of ticketing, sponsorship and marketing to move our planning forward and ensure the departmental goals of each area are achieved. The position reports to the COO.

### **RESPONSIBILITIES**

- Support the COO in crafting the team's budget, business objectives and tactics.
- Work in cooperation with the leads of ticketing, marketing and sponsorship toward the development and implementation of effective revenue acquisition, revenue growth and retention that align with our company's vision and values
- Managing, coach and mentor direct reports and /or other staff as required.
- Responsible for the measurement and effectiveness of all processes internal and external.
- Provides monthly functional reports to COO
- Coordinate and integrate the efforts of the revenue functions and marketing to achieve the club's business objectives.
- Lead role in teams sponsorship sales and service efforts; expectation is for the organization to have a strong model to generate revenue while also retaining clients.
- Efforts will be supported by COO and other appropriate staff
- Support the COO and Finance department in overseeing all costs control procedures, develop and implement cost reduction procedures.
- Support the COO in cultivating and maintain relationships with colleagues at the AHL office as well as with other AHL Teams.
- Ensure all sales and marketing responsibilities to the AHL are achieved in a timely manner
- In cooperation with the COO perform regular performance review on direct reports.
- Other duties as assigned

## REQUIRED EXPERIENCE

- Bachelor's degree in Business or related field from accredited four-year college or university.
- Proven track record in sponsorship, ticket sales and marketing – in terms of both personal accomplishments and leading successful teams.
- Minimum of 7 years progressive experience working within the sports industry; preference give to those candidates with experience in professional hockey.
- Superior communication skills, collaborative with strong leadership and interpersonal skills.
- Experience in B2B and B2C Sales environments
- Experienced leader with appropriate experience of completing individual tasks while also managing others
- Energetic, forward-thinking and creative individual with high ethical standards and an appropriate professional image.
- Strategic visionary with sound technical skills, analytical ability, good judgment and strong operational focus.
- Intelligent and articulate individual who can relate to people at all levels of an organization and possesses excellent communication skills.
- Experience managing a diverse staff.
- Highest level of personal and professional integrity and ethics.
- Willingness and ability to work long hours, including holidays and weekends as required.
- Good educator who is trustworthy and willing to share information and serve as a mentor.
- Excellent negotiator who is experienced in contract development, execution and fulfillment.
- Personal Accountability - Not afraid to make tough decisions, gains input from others and moves decisions forward in the organization,
- Results Oriented - Drives the team and the organization for results in order to improve bottom line performance; able to make timely or planned decisions appropriate to the circumstances or situation.
- Adaptability - Responds quickly and effectively to changing trends and circumstances; embraces change and welcomes fresh perspectives; learns from past mistakes and adjusts accordingly.
- Managing Processes - Ability to manage appropriate steps to get projects completed; has strong abilities to organize people and processes; can create a plan for resourceful workflow.

**To apply please send your cover letter, resume and available start date to [jobs@bellevillesens.com](mailto:jobs@bellevillesens.com) and include the position of Director of Business Operations in your cover letter. Job will remain open until filled.**