



Basketball World Toronto is Toronto's most exciting and professional grassroots basketball organization that plans, develops and manages high-quality year-round basketball programs including leagues, camps, and tournaments for men, women and children.

JOB TITLE – BUSINESS DEVELOPMENT COORDINATOR

POSITION LENGTH & HOURS – The Business Development Coordinator is a 12-month contract position which would automatically renew after the 12 months. It is a part-time paid contract position for 8-12 hours per week (mainly Monday-Thursday 5pm – 9:00pm, with 1-2 weeknight or weekend shifts per month).

POSITION OVERVIEW – Our team requires a youthful, dynamic, basketball or sports minded business development coordinator to help with the sales and business development of our Men's, Women's and Youth basketball programs. Reporting to the Director and/or the Program Manager, the successful candidate will be responsible for, but not limited to:

- Assist with business development of BWT's programs through warm and cold calling potential clients, customers and building new interest and registration into BWT's up and coming programs
- Complete administrative duties related to business development to ensure proper organization and communication with customers in the future.
- Work with the marketing team to coordinate all sales materials to develop sales reach
- Work with the Program Coordinators to respond promptly to customer service inquiries, provide information, resolve issues and meet BWT's Vision and Values with every customer.
- Relationship development with customers, prospects and suspects to build out our customer funnel.

SKILLS & QUALIFICATIONS REQUIREMENTS

- You have sales and business development experience (ideally in the sports industry) or have experience developing business in the local Toronto grassroots or business-to-customer area.
- You are positive, enthusiastic and have an endless supply of energy.
- Strengths include attention to detail, highly organized, planning, problem solving and decision-making.
- Excellent verbal and written communication skills (telephone and in person).
- Customer service oriented and able to work independently.
- Reliable, punctual, hard work and motivated self-starter who likes to build things from scratch.
- Highly proficient in Google G-Suite (G-Mail, Google Calendar & Google Drive), Evernote and Task Management Apps as well as the ability to learn technology quickly.
- Knowledge and interest in the game of basketball, the grassroots basketball industry in Toronto, the NBA, the NCAA, U-Sports and Amateur basketball
- Access to a car and a smartphone (with data) for each shift is a mandatory requirement.

PAY

- This is a paid position with a base of \$17.50 per hour + commission. After the 3 month probation period, the pay may increase based on performance and ability to perform the job at the required level.

HOW TO APPLY

- Please apply online at www.bwt.ca, by clicking on **ABOUT** and then **JOBS**. Use the online application form to apply. Only candidates we are interested in interviewing will be contacted back based on your experiences and fit for this position with BWT.

CONTACT INFORMATION - For more information, please contact Michael Reio at mreio@bwt.ca. No Phone Calls