



Commercial and Sponsorship Manager			
Job Title	Commercial Manager	Department	Commercial
Reports to:	Chief Executive	Location	Dublin City University Glasnevin, Dublin 9
Work Pattern	Full Time, 3 Year Contract	Salary / Payment	Commensurate with experience
Overall Purpose of Role			
<ul style="list-style-type: none"> To work with the Tennis Ireland CEO and Commercial Portfolio Board Member to develop and implement a commercial strategy and an associated sponsorship sales strategy for the company Responsibility for driving revenues across the Tennis Ireland wide portfolio of activities, events and programmes designed to promote tennis in Ireland. To represent Tennis Ireland and its brand in accordance with its ethos & values 			
Key Contacts			
Internal:		External:	
Chief Executive Senior Management Team Board of Directors Provincial Branches and Staff Other Tennis Ireland Staff		Clubs Sponsors / Potential Sponsors Tennis Europe International Tennis Federation	
Key Accountabilities			
<ul style="list-style-type: none"> Review the Tennis product offering and identify pricing strategies to meet the needs of specific target markets Lead generation by prospecting for new client's, sponsorship and partnership deals Build on existing sponsorships and partnerships to develop and improve agreements to ensure the offerings remain competitive Identify opportunities and develop opportunities for the sale of hospitality packages for Major Tennis Ireland Events e.g. Irish Open Prepare and report on KPI's to gain insight into how Tennis Ireland and its Provincial Branches can improve commercial performance Ensure that Tennis Ireland facilities are utilised to maximum potential Develop commercial awareness among affiliated Clubs driving a commercial oriented culture within the sport Create, distribute and manage bespoke and exciting proposals (both content and design) and relevant support documentation Day-to-day assistance in administrative tasks (tracking sponsors activity, invoicing, meeting notes, database management, etc.) Meet with sponsor / partners or key agents on a regular basis when required 			
Other Functions:			
<ul style="list-style-type: none"> Conduct media and market research to support commercial activity To speak publically on Tennis Irelands strategy both locally and internationally where appropriate 			
Person Specification			

Factor	Essential	Desirable
Education	<ul style="list-style-type: none"> • Educated to Degree Level 	<ul style="list-style-type: none"> • Educated to Master Level
Competencies	<ul style="list-style-type: none"> • Excellent interpersonal skills and the ability to build and manage lasting relationships • Excellent ability to communicate and sell products and services to all levels • Excellent attention to detail • Excellent organisation and time management skills • An enthusiastic, committed and self-driven individual • An ability to manage multiple stakeholders and projects simultaneously • The ability to deliver initiatives effectively both as an individual and as part of a team • Passion and drive to develop a career within sport and events • Competency using MS Office tools including Excel 	<ul style="list-style-type: none"> • Positive attitude with 'can do' mentality • Proven ability to deliver sponsorships • A proven track record of business development and sales
Additional Requirements	<ul style="list-style-type: none"> • Experience of working within sport and/or event environments • Practical sponsorship account management and activation experience • Understanding and management of sponsors and partner contracts 	<ul style="list-style-type: none"> • Own Car and Full driving license • Ability to undertake flexible working hours (including weekends)

About Tennis Ireland

Tennis Ireland is the National Governing Body for the sport of tennis in Ireland. Tennis Ireland was founded in 1908 and has almost 180 affiliated clubs and engages with almost 80,000 players. Tennis Ireland stages ProTour events including the AIG Irish Open Championships, and selects teams to participate in the Fed Cup, Davis Cup and other international events at Junior, Senior and Veteran's level. Tennis Ireland also supports the delivery of a wide range of competitive, educational and development programmes at local, provincial and national levels. www.tennisireland.ie

How to apply

If you are interested in coming on board submit your CV to aileenrogan@tennisireland.ie by 5 p.m. Friday 11th January.

Late applications will not be accepted.

Tennis Ireland is an equal opportunities employer.