



General Manager

Company Overview

The mission of 10:12 Sports (10:12) is to work with churches and community leaders to mentor and provide job training to youth through athletics. 10:12 empowers our neighborhood church partners and indigenous leaders to mentor youth through Christ, developing servant leaders, healthy lifestyles and successful decision makers. 10:12 Sports believes that as a community in Christ, we must seek to empower the people of Baltimore to invest in the next generation. We are building a team that shares the company's values and vision.

Job Description

In partnership with the Executive Director, the General Manager is responsible for ensuring the backend of the organization - operations, administration, finance - is managed with excellence and consistency. While there is a focus on operations, the General Manager will be joining a small but mighty team, and therefore (as indicated below) is expected to step into a diverse set of responsibilities. Knowing that all ministry flows from relationships, connections built in the greater 10:12 community are essential to the work.

10:12 sports is an organization that is adaptive to the needs of its students and community. Due to this the General Manager may not be working a typical 9-5, but instead will be asked (depending on the season) to adapt their hours to meet these needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Operations Management (35%)

● Event Management

- Plan events designed to cultivate and engage 10:12's community, including donors, board, league and internal staff
- Plan and assist with events designed to cultivate and engage 10:12's community, including donors, board, league and internal staff

● Game-Day Management

- Aid in managing all aspects of game day including but not limited to setting up the field, producing pre-game show and supervising jobs
- Assist In coordinating tournaments/trips/away games

● Human Resource & Operations Management

- Manage and execute on some but not all hiring needs for 10:12 (interns, referees, etc)
- Manage all additional internal operations needed for 10:12 to fulfill its mission



- **Job Training Management**

- Assist in developing job training curriculum
- Oversee implementation of job training curriculum

Administration (20%)

- **Financial Administration**

- Ensure compliance with 501c3 status
- Manage financial administration and compliance including full life cycle of donations, financial reporting, and the administration of payment of both internal staff and contractors (petty cash and payroll)
- Execute on other duties as needed

- **Operations Administration**

- Manage yearly calendar and season schedule
- Manage and monitor compliance and eligibility of all those engaging with 10:12: referees, players, volunteers, etc

Partnership Building (20%)

- Engage in fundraising activities to ensure financial health of the organization
- Build and maintain relationships with community of financial and in-kind supporters including but not limited to businesses and donors
- Aid In recruitment for referees, interns, players, coaches, church hosts and other groups as needed

Marketing & Communications (15%)

- Assist in writing and preparing high quality grant proposals
- Prepare reports for grants and donations
- Write and manage content to both engage and inform the 10:12 community (newsletter, social media, website)
- Report on work of 10:12 as needed (annual report, etc)

Programs & Special Projects (10%)

- Support programs as needed - trainings, camps, bible studies, etc
- Engage in special projects as they come up



QUALIFICATIONS AND PERSONAL CHARACTERISTICS

- Person of integrity, actively walking out their Christian faith
- Ability to thrive in ambiguous environments
- Willingness and desire to build deep and consistent relationships with the 10:12 community (staff, players, stakeholders, etc)
- Reliable, organized and responsible
- Ability to work independently and take initiative
- Alignment with the mission and core beliefs of 10:12
- 10:12 works around the schedule of schools and students, flexibility in working hours is needed
- High School Diploma Required (College Degree Preferred)

Timeline and Compensation

The General Manager is a full-time salaried position. The range for this position is \$25-30,000. Compensation is commensurate with qualification and experience. Staff members are expected to be actively involved in the discipline of partnership development (fundraising). 10:12 sports anticipates filling the role no later than April 15th, 2018.

Candidates should submit their Cover Letter & Resume to office@1012sports.com