

# Basketball New Zealand Incorporated

## COMMERCIAL PROJECTS COORDINATOR

### JOB SPECIFICS

---

Auckland or Wellington based

12 month fixed term role

Fixed term duration: 12 months from May 2026, concluding May 2027

### BACKGROUND & PURPOSE

---

Basketball is one of Aotearoa New Zealand's fastest-growing and most socially influential sports, with Basketball New Zealand (BBNZ) continuing to expand its national programmes, partnerships and community footprint across schools, councils and communities nationwide.

To support the delivery of several new commercial and community initiatives in 2026, BBNZ is seeking a Commercial Projects Coordinator on a 12-month fixed-term basis. Reporting to the Commercial Partnerships Manager and working closely with the broader Commercial team, this role is responsible for the end-to-end coordination and delivery of key community-based commercial partnership programmes.

The role leads project implementation, working across internal teams and external stakeholders to ensure agreed objectives, timelines, budgets and KPIs are met. It is a delivery-focused role, ideal for someone who enjoys turning plans into action and ensuring programmes are executed to a high standard.

This 12-month fixed-term role is aligned to the delivery of several high-priority community partnership initiatives throughout 2026–27, offering exposure to national partnerships, complex stakeholder environments and real-world delivery experience.

### SPECIFIC DUTIES & RESPONSIBILITIES

---

#### Delivery of Community-Led Commercial Partnerships:

- Commercial project lead for community-focused partnerships and deliverables.
- Key projects include:
  - BNZ's Kiwi Hoops partnership
  - BNZ's Hoops in Parks partnership
  - BNZ's Community Coaching partnership
  - Chemist Warehouse's Hoops in Schools partnership
  - 2degrees' Girls Got Game partnership
- Develop and manage detailed partnership plans and timelines to ensure all deliverables are met.
- Track progress against milestones and proactively manage risks, issues or dependencies.

#### Partnership Delivery & Contractual Commitments:

- With the support of the wider Commercial team, ensure all contractual commitments to commercial partners are delivered.
- Assist with partner reporting, updates and performance tracking against agreed KPIs.
- Support the preparation of progress reports and post-project reviews.

#### Stakeholder Coordination & Communication:

- Coordinate effectively across internal BBNZ teams including Community, Events, Communications and Finance.
- Engage and manage external stakeholders including commercial partners, councils, schools and delivery partners.
- Ensure roles, responsibilities and timelines are clearly communicated and understood by all parties.
- Build strong, professional working relationships that enable effective collaboration and delivery.

#### Budget & Operational Management:

- Manage project budgets and expenditure, ensuring projects are delivered within agreed financial parameters.
- Monitor costs, track invoices and support accurate financial reporting where required.

### Continuous Improvement & Support:

- Identify opportunities to improve project systems, processes and delivery approaches.
- Support the Commercial team with administration, reporting, documentation and ad-hoc project activity as required.
- Contribute positively to a collaborative, high-performing commercial team culture.

## KEY RELATIONSHIPS

---

### Internal

- GM Commercial
- Commercial team
- Community team
- Events, Communications and Finance teams

### External

- Commercial partners
- Local councils
- Schools and education providers
- Programme delivery partners and suppliers

## SKILLS, EXPERIENCE & EDUCATION

---

- 1–3 years of experience in a project coordination, marketing, partnerships, events or operational role
- Strong organisational and time-management skills, with the ability to manage multiple projects simultaneously
- Clear and confident communicator, both written and verbal
- Comfortable working with a range of stakeholders across different organisations
- Strong attention to detail with the ability to follow processes and manage deadlines
- Problem-solver with a proactive, solutions-focused mindset
- Ability to work autonomously while contributing positively to a wider team
- Interest in sport, community programmes or the basketball ecosystem is desirable
- Tertiary qualification in business, management, marketing or a related field is preferred
- Flexibility to travel and work outside of standard hours at times, including events or programme delivery

## THIS ROLE IS RIGHT FOR YOU IF YOU

---

- Are motivated by the opportunity to work across national partnerships with leading brands such as BNZ, 2degrees and Chemist Warehouse
- Enjoy working on projects that have a real social impact in communities across Aotearoa
- Like turning plans into action and seeing projects through
- Enjoy coordinating people, timelines and detail
- Are organised, proactive and comfortable juggling multiple workstreams
- Want hands-on experience delivering large community programmes

If you're someone who enjoys making things happen, cares about community impact, and wants hands-on experience delivering nationally significant programmes, we'd love to hear from you.