



Marketing and Inventory Manager

Principal person in charge of marketing and inventory management for all programs. This person oversees creating and instituting marketing plans, producing newsletters, updating the websites, developing inventory designs and instituting inventory guidelines for all Hoopfest programming.

Reports to: Executive Director

Schedule: Full-time

Posting Date: 3/10/2023 – 3/22/2023

Salary: Commensurate with qualifications and experience

Summary of Key Responsibilities:

Responsibilities and essential job functions include, but are not limited to the following:

- Develop and operating an overall marketing plan
- Write and place the content portion of Hoopfest websites
- Content
 - Oversee and, in many cases create, the design and content of printed materials including the entry form, event guide, map, press releases, volunteer forms, and poster.
 - Event photography and videos taken for promotional and archive purposes
 - Create online correspondence through online newsletters and social interaction platform
- In conjunction with the Executive Director, develop a comprehensive Public Relations plan that integrates all of Hoopfest's programs
 - Community Court enhancement project
- Work with the Executive Director on the overall merchandising plan for all activities
- Create a plan to sell program merchandise at events, on the website, and through other means
- Organize Hoopfest tournament services and oversee the Operating Committee chairperson in the following areas:
 - Merchandise Tents
- Involvement in new avenues of pursuit, both inside Spokane and for out of town activities, as assigned by the Executive Director
- Other responsibilities, as assigned

Qualifications/Requirements

- Bachelor's degree
- At least 3 year of relevant work experience
- Demonstrated experience working in collaboration with teams
- Knowledge/experience with Marketing, Graphic Design, Inventory Management
- Strong written/verbal communication skills
- Demonstrated ability to learn new skills
- Flexibility of work schedule especially around May-June

Resumes and Cover Letters please submit online or send by email: riley@spokanehoopfest.net

About Spokane Hoopfest Association

Established in 1990, Spokane Hoopfest organizes and produces the world's largest annual 3-on-3 basketball tournament that brings thousands of visitors and millions of dollars to town every June. In addition, it manages Spokane AAU Basketball (the area's premier recreational league for 4th through 8th grade boys and girls), the Hooptown Youth League (a new basketball league that has competition levels from recreational through advanced competitive for grades K-6th) and Hooptown Elite (AAU's traveling teams). Hoopfest has a \$47 million impact on the Spokane economy and has donated over \$1.8+ million to local charities since 1990. Hoopfest 2023 is scheduled for June 24 & 25.