



## **Technology and Registration Manager**

Spokane Hoopfest Association is seeking a dynamic individual to be our Technology and Registration Manager and oversee all of our events, including the world's largest 3 on 3 tournament. Hoopfest is a Washington nonprofit corporation and tax-exempt organization under 501(c)(3) responsible for conducting and overseeing Spokane Hoopfest, Spokane Regional AAU, Hooptown Youth League and other related sports activities and programs.

**Reports to:** Executive Director

**Schedule:** Full-time

**Posting Date:** 1-14-25 – 1-24-25

**Salary:** Commensurate with qualifications and experience

### **Summary of Key Responsibilities:**

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

- Develop, coordinate and execute Hoopfest tournament and Hooptown Youth League technology including registration and bracketing.
- Organize outside technology for activities, including:
  - HYL Final Four
  - Hoopfest Tip-Off Party
  - Hoopfest Youth League Tournaments
- Coordinate with Staff Members in charge of the Hoopfest app, Hoopfest website and Volunteers to get accurate registration information and data extraction to all parties.
- Develop all registration sites and tournament schedules for all events throughout the year.
- Oversee the collection, storage, management, quality, and protection of data
- Develop and implement procedures and policies for effective and secure data management
- Other responsibilities, as assigned

### **Qualifications/Requirements:**

- Bachelor's degree in information technology or related field
- At least 1-3 years of relevant work experience
- High proficiency with Software Management tools
- Ability to translate complex problems clearly in nontechnical terms

- Demonstrated experience working in collaboration with teams and managing volunteers
- Strong verbal communication skills
- Demonstrated ability to learn new skills

***Resumes and Cover Letters please submit online or send by email: [riley@spokanehoopfest.net](mailto: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 Regional Club Basketball (the area's premier recreational league for 3<sup>th</sup> through 8<sup>th</sup> grade boys and girls), the Hooptown Youth League (a new basketball league that has competition levels from recreational through advanced competitive for grades K-6<sup>th</sup>) 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 2025 is scheduled for June 28 & 29.