



Hills District JRLFC & TA Inc.

POSITION DESCRIPTION

Position Title:	Club Sponsorship Coordinator	Category:	Committee Member
Job Description			
The Sponsorship Coordinator recruits and manages the sponsorship portfolio to raise finances for the Club			
Knowledge & Skills Required			
<ul style="list-style-type: none">• Well organised• Good written and verbal communication skills• Good negotiation skills• High ability to liaise with external parties• Energetic, enthusiastic and creative			
Objective			
<ul style="list-style-type: none">• To maximize the number of sponsors supporting the Club and to maximize revenue from the sponsorship base• To manage the relationship between the Club and sponsors to ensure that all sponsors are serviced to a high level and are retained on a long-term basis• To provide support to the Executive and Committee members to ensure the efficient management of Club sponsorship activities			
Responsibilities			
<ul style="list-style-type: none">• Develop and maintain a proposal, for ratification by the committee, for sponsorship packages to be offered by the Club to attract as broad a sponsorship as possible• Coordinate all sponsorship for all areas of the Club• Meet the sponsorship budget target set as part of the annual financial planning process• Ensure all existing sponsors are contacted three months prior to the season commencement• Seek out new sponsors to supplement existing sponsors• Ensure all sponsors signage is in place and all other aspects of sponsorship packages are in place prior to the commencement of the season• Complete applications for financial sponsorship and grants• Arrange a sponsors function at an appropriate time of the year• Ensure all sponsorship agreements are honoured• Maintain contact with all corporate sponsors throughout the season• Maintain strong relationships with all Club sponsors			
Additional Notes			

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Reviewed By:	Rick Palin	Date:	25 November, 2016
Approved By:	Glenn Starr / Michael Gremmo	Date:	7 December, 2016
Last Updated By:	Rick Palin	Date/Time:	25/11/2016 3:00PM
Office Bearer:		Term:	BOM 2016 Season
Signature:		Date:	