



Sponsorship Coordinator – Job Description

Accountability Treasurer & Executive Committee

Hours Hours will vary average 5hrs per week.

GENERAL DESCRIPTION – OBJECTIVES

- To ensure that all new and existing sponsors are formed and maintained.

RESPONSIBILITIES

- Attend monthly general committee meetings
- Ensuring all current sponsors have contracts in place.
- Work towards gaining new sponsors and ensuring existing sponsors are receiving everything they are entitled to within their contracts.
- Be prepared to participate in Game Day Support and canteen rosters
- Provide leadership to the player and parent group by volunteering for and attending club functions and fundraising events.
- Willingness to attend training opportunities where necessary.

DESIRED QUALIFICATIONS – ACCREDITATIONS

- Sound knowledge of financial principles and administrative procedures.
- Good Communication
- Good organizational skills

RELATIONSHIPS

- Liaises with club members when necessary
- Liaises with official club suppliers & other key stakeholders
- Liaises with the treasurer and executive committee when needed

REPORTING

- Provide a report to the executive committee before executive meetings regarding sponsorship initiatives when required
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.