



Volunteer Position Description

Sponsorship Coordinator

The Sponsorship Coordinator is responsible for organising all sponsorship arrangements of the club and the management and supply of all playing jerseys and training shirts.

Responsible To

The Sponsorship Coordinator is directly responsible to the President and the members of the club.

Responsibilities

The Sponsorship Coordinator should:

- Develop (as part of the club strategic plan) in conjunction with the Club Committee the sponsorship packages;
- Work with the Treasurer to develop a sponsorship budget, and meet set targets as part of the annual financial planning process;
- Submit regular reports to the club committee;
- Co-ordinate all sponsorship for all areas of the club;
- Ensure all existing sponsors are contacted three months prior to the season commencement;
- Seek out new sponsors to supplement existing sponsors;
- Ensure sponsors signage is in place and all other aspects of sponsorship packages are in place prior to the commencement of the season - ensure all sponsorship agreements are honoured;
- Maintain contact with all corporate sponsors throughout the season;
- Maintain strong relationships with all Club sponsors;
- Organise all player's jerseys and training shirts inline with sponsor's support;
- Arrange Sponsors function, including sponsor gifts;
- Work with the Treasurer to ensure all sponsors are invoiced at the commencement of each season;
- Ensure Sponsor details are kept on to day on the clubs website page;

Initial Duties

- Become familiar with all Club sponsors and current agreements;
- Make contact with Club Sponsors to build a rapport and become the primary point of contact for all sponsorship enquiries;
- Ensure all team jersey's bags are correct and distribute for the season;
- Obtain access to TidyHq.

Information Management

- Create sponsorship marketing information which can be provided to club participants to sell sponsorship to their network of family and friends;
- Work with the Communications Coordinator to update the club website to reflect current sponsorship information;
- Create social media posts that promote sponsors and sell club sponsorship;
- Create and maintain a database of all current club sponsors and contact information;
- Ensure that sponsors are welcomed and included in all club activities;
- Seek feedback from key sponsors on how the club can create value for them for the next year and beyond;
- Ensure sponsors are personally thanked by the club for their support throughout the year;
- Ensure sponsors receive recognition and acknowledgement certificates which can be displayed at their workplaces.