

Sponsorship Coordinator Position Summary

Position:	Sponsorship Coordinator
Remuneration:	This is a volunteer position. Reimbursement policies apply where appropriate.
Hours:	
Start Date:	
Term:	

Purpose

The Sponsorship Coordinator is responsible for maintaining relationships with current sponsors as well as looking to attract new sponsors.

Responsibilities

- Develop sponsorship proposals and packages
- Service current sponsors to ensure their repeat support
- Ensure all aspects of sponsorship agreements are honoured
- Put in place strategies to find and secure new sponsors
- Ensure all sponsors are appropriately recognised
- Invite sponsors to attend special events (i.e. Grand Final, Season launch)

Skills Required

- Organised and professional
- Good negotiation and relationship building skills
- Sound written and verbal skills
- Attention to detail
- Time management skills

Pre-Requisites

- First Aid Certificate
- Must be able to provide evidence of a valid and current NSW Working With Children Check