**INTRODUCTION**

The Sponsorship Coordinator is responsible for maximising the revenue derived from sponsorship through a variety of sources and approaches.

**WOULD SUIT SOMEONE WHO**

* Is good at networking with people both within and external to the club
* Is well spoken and acts professionally at all times
* Operates under sound financial principles

**RESPONSIBILITIES**

* Upon appointment in the position, review the club sponsorship packages and update for the upcoming season if required
* Meet targets as set by the annual club budget
* Meet with potential sponsors to discuss the club and how they can be of assistance
* Ensure all parts of sponsorship agreements are delivered by the appropriate deadlines, including signage
* In conjunction with the Social Coordinator, plan and run a sponsorship recognition function
* At the end of the season, personally phone all sponsors to thank them for their support and ask them if they are likely to renew their sponsorship for the next season
* Maintain strong relationships with all sponsors of the club

**KEY RELATIONSHIPS**

* **Reportable To: Treasurer**
* Club Sponsors
* Club Members
* AFLQ Club Coordinator

**TIME COMMITMENT REQUIRED**

* Sponsorship work will be focused during the off-season, approximately 1 – 2 hours per week
* Attendance at the monthly committee meeting is recommended during the early stages of the season. Meetings will last no more than 2 hours
* While the term of the role is only for one season, it is preferred that at least two or three seasons are fulfilled in this role

**TRAINING/EXPERIENCE REQUIRED**

* Experience in a business environment is preferred, but not compulsory