



POSITION DESCRIPTION



BELEURA JUNIOR FOOTBALL CLUB INC.

Date: JANUARY 2015

Title: Sponsorship Co-ordinator

Accountability: President & Executive Committee

Description:

- To maximise the number of sponsors supporting the Club and to maximise 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:

- Develop a sponsorship proposal for ratification by Executive, for sponsorship packages to be offered by the club to attract a broad range of sponsors.
- Co-ordinates all sponsorship for the club.
- Ensure that sponsors are contracted as soon as possible before the start of the season (prefer 3 months before commencement)
- Seek out new sponsors.
- Ensure sponsor signage is in place and all aspect of the sponsorship packages are in place prior to the commencement of the season.
- Arrange a sponsorship dinner at an appropriate time of the year.
- Ensure all sponsorships agreements are honored.
- Maintain regular contact and strong relationships with all sponsors throughout the season.
- Ensure all sponsor accounts are paid.

Key Criteria:

- Ensure that all sponsors are kept satisfied throughout the season.
- Ensure that all club members are kept informed about sponsors through website and other methods.

Internal/External Relationships:

- All committee members
- Service providers
- MPJFL
- Statutory authorities

Signed: Craig Neil (President)

Date: 14 January 2015