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## **JOB DESCRIPTION**

### **Sponsorship Co-ordinator**

The Sponsorship Co-ordinator is responsible for identifying and managing sponsorship opportunities for the Seacliff Tennis Club.

#### ***Responsible To***

The Sponsorship Co-ordinator is directly responsible to the President of Seacliff Tennis Club and the members of Seacliff Tennis Club.

#### ***Responsibilities and Duties***

The Sponsorship Co-ordinator should:

- Formulate and annually review sponsorship proposals and ensure sponsorship requirements are met
- Where necessary form a sub-committee to help seek sponsorship through personal contact
- Investigate and identify new sponsorship opportunities with a view to increasing the club's sponsorship base
- Manage and maintain existing sponsor relationships
- Entertain sponsors at club events
- Follow up with sponsors in the form of thank you letters and club updates to encourage on going relationships
- Maintain accurate records of all sponsor's details, sponsorship received and liaise with the Treasurer

#### ***Knowledge and Skills Required***

Ideally the Sponsorship Co-ordinator is someone who:

- is well organised
- has excellent communication and negotiation skills
- is personable and can present the club and the benefits of being a sponsor
- is creative in looking at new ways to service and satisfy sponsors

#### ***Estimated Time Commitment Required***

The time commitment will vary during key times of the year.

**NOTE:** The Office bearer of this position is to update this Job Description based on experience gained during the season in the conduct of these duties, for passing on to his/her successor.

Updated 17/07/2018