

 MARONG FOOTBALL NETBALL CLUB INC.

**Sponsorship Co-Ordinator Position Description**

**Objectives**

- To maximize the number of sponsors supporting the Club and to maximize 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 & Committee members to ensure the efficient management of Club sponsorship activities.

**Responsibilities**

- Develop a proposal, for ratification by the Committee, for sponsorship packages to be offered by the Club to attract as broad a sponsorship base as possible.

- Co-ordinate all sponsorship for all areas of the club.

- Formulate an annual sponsorship budget and meet the target as part of the annual financial planning process

- Ensure all existing sponsors are contacted 3-5 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 start of the season.

- Arrange a sponsor’s luncheon at an appropriate home game 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.

- Assist other Committee members in their duties as required.

- Undertake tasks at the request of the President, Executive or General committee.

**Relationships**

- Reports to the President but works closely with the Treasurer also

- Liaises with the Club Committee.

- Liaises with Sponsors.

**Accountability**

- The Sponsorship Co-Ordinator is accountable to the President and the Committee.

- Provide a report on any aspect of portfolio operations to the Committee when requested.

- The Sponsorship Co-Ordinator shall seek ratification from the Committee of sponsorship packages offered by the Club and shall thereafter have the authority to act within the limits of the packages without reference to the Committee.

- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.