



POSITION DESCRIPTION



SOUTH CROYDON FOOTBALL CLUB INC.

Date: 2013

Title: Revenue Department

Incumbent: Matt Higgins

Description:

To ensure that the revenue department is run in a professional manner which will ensure the club's immediate and long term 'off field' success.

Responsibilities:

- Organise, prepare, package and sell club sponsorships.
- Organise, prepare, package and run "The Kennel Club" coterie group.
- Organise and run non player based fund raising events such as:
 - Scoreboard raffle.
 - Auctions.
 - Corporate golf days etc.
- Prepare a sponsors, members and players data base for referrals.
- Create and participate in creating forward planning strategies for the 'off field' development of the club.

Key Criteria:

- Follow up on all sponsors to ensure they are financial.
- Ensure all sponsors are "taken care of" and all sponsor agreements are made and kept to.
- Ensure a high level of sponsor satisfaction.
- Ensure a high level of "Kennel Club" member satisfaction.
- Ensure that all sponsors are kept informed with happenings at the club.
- Ensure that all fund raising events are run professionally and designed to 'sell' the club.
- Financial performance against budget.

Internal/External Relationships:

- All committee personnel
- Sponsors
- Coterie group members

Signed:

Date: