



Jandakot Jets Senior Football Club
PO Box 3746
Success WA 6964
ABN 94 732 541 861
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Position Description – Sponsorship Coordinator

Position Title: Sponsorship Coordinator

Responsible To: Operations Manager, Executive Committee & Members of Jandakot Jets Football Club

Purpose:

- 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.

Knowledge/Skills:

Essential

- Excellent Communication Skills
- Positive & Enthusiastic
- Organisation & Time Management Skills

Desirable

- Experience in Human Resource Management

Responsibilities & Duties:

- Develop a proposal, for ratification by the Committee, for sponsorship packages to be offered by the Club to attract as broad a sponsorship as possible.
- Co-ordinate all sponsorship for all areas of the club.
- Meet the sponsorship budget target set as part of the annual financial planning process.
- Ensure all existing sponsors are contacted three 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 the commencement of the season.
- Arrange a sponsor's dinner (as part of the annual luncheon) at an appropriate time of the year.
- Ensure all sponsorship agreements are honoured.
- Maintain contact with all corporate sponsors throughout the season.
- Maintain strong relationships with all Club sponsors.

Estimate Time Commitment Required

Start Date: From appointment at AGM

End Date: Until following season's AGM

Hours Per Week: 1 - 5 Hours