

## **Sponsorship and fundraising co-ordinator**

**Overview:** Sourcing sponsorship revenue and managing partnerships with businesses and individuals.

**Reports to:** The Management Committee

**Time commitment:** 4 hours per week

### **Responsibilities:**

- Outline what is up for sponsorship such as team kit or advertising boards.
- Agree the costs and benefits with the management committee. Submitting regular reports
- Contact businesses with proposals and seal deals in person, by email/phone.
- Ensure the club fulfils its sponsorship obligations.
- Collect sponsorship payment and discuss renewal.
- Develop a fundraising plan in liaison with the Social Secretary
- Identify potential source of funds e.g. social events, grants etc
- Write and submit grant applications as necessary
- Ensure the acquired funds are being used for the designated purpose
- Maintain relationships with grant agencies and sponsors

### **Skills and attributes:**

- Background in sales and sponsorship or willingness to learn.
- Aptitude for marketing and promoting what a club can offer.
- Confident communicator.
- Negotiating.
- Manage relationships with sponsors.