



DIAMOND CREEK
JUNIOR FOOTBALL CLUB

Sponsorship Manager Position Description

Goal Statement:

The Sponsorship Coordinator identifies sponsorship opportunities to ensure the profitability of the club and success for its members

Objectives:

- Oversee all sponsorship related matters within the Club
- Provide support to the President of the Club
- Provide support to the Executive and Committee members to ensure the efficient operation of the Club Responsibilities:
- Develop a variety of sponsorship packages in collaboration with the President
- Develop a sponsorship form for use within the club
- Identify and liaise with potential sponsor opportunities
- Oversee the management of sponsorship agreements within the Club
- Provide sponsor information to the Media and Communications Manager for inclusion in media channels relevant to the sponsorship agreement
- Prepare invoices for successful sponsorship opportunities in collaboration with the Treasurer
- Develop and maintain an up to date sponsorship payment tracking database in collaboration with the Treasurer
- Follow up on outstanding debtors where necessary in collaboration with the Treasurer
- Uphold and actively promote club values throughout the Club as a whole
- Provide a report on portfolio operations at the monthly general committee meetings
- Undertake tasks at the request of the President, Executive or General Committee with Executive, Committee, Senior and Junior Teams of the Club
- Be committed to and identify any opportunities to further grow the DCJFC and its members into the future
- Report on activities of the portfolio to the membership at the Annual General Meeting
- Seek ratification from the appropriate committee member prior to committing the Club to any financial expenditure or action
- Provide feedback to the Committee at the end of season on improvement opportunities

Relationships:

- This position will liaise with potential sponsors, including but not limited to local businesses, national businesses and fitness centres
- This position will liaise with and have regular communication with committee members

Qualifications:

- Working With Children's Check Accountability:
- The Sponsorship Manager is accountable to the Club President and general committee