



SPONSORSHIP OFFICER

Reports to: Management Committee

Purpose of role

The Sponsorship officer is responsible for applying and seeking sponsorships and donations on behalf of the club. To also ensure any applications or donations are in line with Club Rules, By Laws, Policies and Procedures, legal and compliance obligations including AFL Mackay and AFLQ Rules. The Sponsorship officer is there to manage, collect, review and distribute all and any sponsorship and donations to the management committee.

Qualifications & Desirable Characteristics

- Hold a current volunteer “Working with Children Check”
- High organisation skills
- Computer skills
- Effective communication skills
- Respects and keeps confidential matters confidential when necessary
- Knowledge or relevant experience of committee procedures

Duties & Responsibilities

Prior, during and post season duties of the Sponsorship Officer may include but are not limited to:

- Co-ordinate all sponsorship and/or donations for the club
- Prepare and co-ordinate sponsorship/donation submissions in a professional format
- Maintain sponsorship/donation database
- Liaise with Club Executive on relevant submissions
- Liaise with Club Treasurer on sponsorship/donations requirements
- Provide formal notification back to sponsors/donors and grant providers on outcome of their support
- Submit regular reports to the Club Executive Committee as required

Time Commitment: 3 – 10 hours per week or as requested

