The Club Sponsorship Coordinator is responsible for organising all financial support requirements for any required areas of the club as identified by the Club President. This may include a club sponsor, event sponsor and equipment sponsors.

**Responsibilities**

* Liaise with the Club President to identify any sponsorship or funding requirements
* Prepare sponsorship and funding opportunities that meet the clubs needs to propose to the committee for approval.
* Make the committee aware of any funding opportunities
* Maintain records of sponsor details and provide any report required as part of the partnership.
* Ensure the club complies with any sponsorship requirements, such as signage, promotional materials etc.
* Develop and maintain strong relationships with sponsoring organisations
* Provide reports for committee meetings on sponsorship updates including new opportunities, current compliance with existing sponsors and balances available.

**Attributes**

* Be organised and professional
* Have the ability to quickly develop strong working relationships with external parties
* Be a strong communicator
* Be a positive ambassador for the club
* Have the ability to forward plan and ensure any immediate or long term objectives are met
* Be creative in analysing new ways to gain and satisfy sponsors.