



ROLE DESCRIPTION

ROLE	Sponsorship Officer
Purpose	The Sponsorship Officer is responsible for the coordination of sponsorship agreements.
Responsible to	Club President
Responsibilities & Duties	<ul style="list-style-type: none">● Maintain relationships with current Club sponsors● Identify and suggest sponsorship opportunities for the Club● Secure sponsorship agreements with approved Club sponsors● Provide monthly updates to the Management Committee regarding sponsorship activities● Work with other club officers (eg Media & Promotions Officer) to promote sponsor partnerships and deliver sponsorship activities
Knowledge, Skills & Training Required	<ul style="list-style-type: none">● Strong communication and business relationship skills● Good understanding of club culture and operations● Ability to organise and delegate tasks● Maintain confidentiality on relevant matters● Must be a financial member of the Club