



**The Fundraising Coordinator is responsible for planning and overseeing sponsorship activities for the Phoenix Basketball Club.**

# **Sponsorship Coordinator**

## **Responsible to**

The Sponsorship Coordinator is directly responsible to the President, the club committee and the members of Phoenix Basketball Club.

## **Responsibilities and duties**

The Sponsorship Coordinator should:

- Represent the Club as a professional, responsive and committed resource to the success and continuous improvement of the club
- Promote the Club at every opportunity
- Attend committee meetings to provide updates in relation to management of the Club's sponsorship activities.
- Hold regular meetings with the Sponsorship sub-committee prior to the Management Committee Meetings
- Identify leads for potential Sponsors
- Prepare and submit sponsorship proposals
- Ensure the Club is fulfilling all aspects of its commitment to relevant Sponsors
- Source player reward vouchers and facilitate distribution of vouchers to Team Managers/Coaches
- Obtain statistics to provide feedback to relevant sponsors

- Maintain positive relationships with Sponsors to ensure longevity of their involvement with the Club
- Respond to queries from committee promptly

## **Knowledge and Skills Required**

Ideally the Sponsorship Coordinator is someone who is:

- Well organised
- Able to communicate effectively
- Able to delegate tasks to sub-committee members
- Able to allocate regular time periods to ensure Sponsorship commitments
- Able to keep good records
- Aware of information that will be required to be provided to the Treasurer
- Can maintain confidentiality on relevant matters

*Attendance at a minimum of one in every three meetings is required or the position of Sponsorship Coordinator will be deemed vacant and available to be filled by someone else.*

**Thank you for volunteering your time to help our kids. If there are any issues, please don't hesitate to contact any of the Committee members, who will be able to help you.**

**... and don't forget to *Have fun!***