Bacchus Marsh Little Athletics Centre

Position Description

Position Title:	FUNDRAISING AND SPONSORSHIP COORDINATOR

The responsibility of this role is to obtain sponsorship for the Centre to minimise the need to increase membership fees and increase more programs to members.

The Centre through their Sponsorship Coordinator must be aware of the State Sponsors and not enter into any agreements where there is a conflict of interest.

The responsibility of the Sponsorship Coordinator is to ensure the focus of sponsorships is in support of the core values of Little Athletics.

The Sponsorship Coordinator should encourage their Centre to actively promote both local and state sponsors and programs to reinforce the partnerships and enhance opportunities for existing and new sponsorships.

Compulsory Requirements:

- Current WWCC (or exemption as serving Police Officer or Registered as a working teacher with a current VIT registration).
- Signed Child Safe Code of Conduct.
- Undertakes the role in good faith and honestly at all times.
- Act in the best interests of the Centre at all times.

Desirable Attributes:

The Sponsorship Coordinator should:

- Be organised and professional.
- Be able to delegate and support a working group.
- Be personable and can present the Centre and the virtues of being a sponsor.
- Be creative in looking at new ways to service and satisfy sponsors.

Specific duties include but are not limited to:

The Sponsorship Coordinator should:

- Convene a group to assist with key tasks and timelines.
- Review the current Sponsorship Package and be familiar with what the Centre promises to sponsors.
- Prepare a budget, monitor it carefully and report on it regularly.
- Seek to raise at least $10,0000 a year in sponsorship funds for the Centre.
- Keep a proper record of sponsor details.
- Meet with, send a letter or email to current sponsors regarding their commitment for the coming season.
- Seek new Centre sponsors and meet with potential businesses to outline what services they would value most.
- Organise sponsorship signage and install
- Maintain a Memorandum of Understanding with each Centre sponsor
- Be the point of contact for sponsors when they attend special events or competition days.
- Liaise with the Committee regarding sponsor invitations and special function calendars.
- Provide a report at general meetings.
- Liaise with Committee to ensure that sponsors get recognition.
- Send out a thank you letter at the completion of the season and a sponsor survey to support planning for the following year.

- Coordinate annual raffle, including sourcing prizes and other associated duties as required.