

# Berwick Junior Football Club

Arch Brown Reserve, Buchanan Road, Berwick 3806  
P.O Box 183, Berwick, 3806



**Subject:** Job Description  
**Title:** Sponsorship Coordinator  
**Reports to:** Vice President - Operations

<b>1</b>	<b>Basic Functions</b>
a)	To assist in the coordination and profitable operation of the Club by the sourcing and securing of financial or material sponsorship.
b)	Compliance and accountability with Club policies.
c)	To manage the relationship between the club and sponsors to ensure that all sponsors are serviced to a high level and are retained on a long term basis.

<b>2</b>	<b>Specific Responsibilities</b>
a)	To assist in the preparation of an operating budget including a 12-month sponsorship plan including financial and material sponsorship targets in conjunction with the Vice President.
b)	To assist in ensuring the revenue stream from sponsorship throughout the year, and tabled at the Annual General meeting.
c)	Provide accurate and timely records of all income and expenditure to the Treasurer at required intervals.
d)	To plan and organise at least one fundraising day for sponsors.
e)	To seek new sponsors.
f)	Ensure sponsor packages are recorded in writing and signed off by Executive Committee before execution.
g)	Ensure sponsor packages are adhered to.
h)	Ensure sponsor signage is in place as per sponsor package.

<b>3</b>	<b>Entry Qualifications and Experience</b>
a)	Must be highly organised and have the ability to communicate with all levels.

<b>4</b>	<b>Role Requirements</b>
a)	All Committee Members must hold or willing to apply for a current volunteer "Working with Children Check"
b)	Abide by, promote and upload BJFC Code of Conduct and Policies.

Position: Sponsorship Coordinator  
Name: \_\_\_\_\_  
Signed: \_\_\_\_\_

Witnessed by:  
Position: President  
Name: \_\_\_\_\_  
Signed: \_\_\_\_\_