

Mullaloo Surf Life Saving Club

PO Box 119, Hillarys WA 6923

Phone (08) 9307 7766

www.mullaloosurf.com.au • e-mail: info@mullaloosurf.com.au



Family, safety, respect, excellence, integrity and unity.

SPONSORSHIP MANAGER (Volunteer Role)

POSITION DESCRIPTION

Purpose:

Working closely with the GM Marketing the Sponsorship Manager is responsible for the development, positive positioning and ongoing management of the Club Sponsors, Sporting Grants, Business Club and other Fundraising activities.

The Sponsorship and fundraising objectives will ensure building positive support from Club members and the wider community as well as influencing positive opinion and behavior from current and potential stakeholders.

Role and Authority:

- The position lies within the Marketing portfolio
 - Reporting to the GM Marketing
 - Direct Report - Fundraising Coordinator
 - Liaising with the Marketing Coordinator, Retail Manager and Communications Manager, Publicity Officer, Retail Assistant Coordinator
- Liaising with the GM Marketing to identify opportunities to deliver revenue streams for MSLSC
- Ensure efficient and effective communication to the Marketing Team and other key stakeholders to ensure continuous engagement.
- The position has the authority to initiate in principal sponsorship agreements in collaboration with the GM Marketing.
- The position has the authority to initiate Grant Applications on behalf of all areas of the club in collaboration with the GM Marketing.
- The position has the authority to endorse fundraising activities according to the club's by-law 17.2.

Responsibilities:

- Sponsorship
 - Initiate new sponsorship agreements for the MSLSC
 - Maintain currency of sponsorship agreements
 - Coordinate and review sponsorship proposals
 - Ensure the club's compliance to all sponsorship agreements
 - Liaise with the Marketing Coordinator to ensure up to date maintenance of the club Register of Sponsors
 - Assist with reviews from time to time of the Sponsorship Packages



- **Business Club**
 - Facilitate the effective development of the Business Club
 - Collaborate with the GM Marketing and Marketing Coordinator to assist development of the business club.
 - Develop and facilitate and Business Club committee
- **Grants**
 - Initiate and promote Grant Applications with assistance from the Marketing Coordinator
 - Liaise with the Marketing Coordinator to ensure communication across all areas for available Grants
- **Fundraising**
 - Manage and oversee the activities of the Fundraising Coordinator
 - Assist to develop a cross functional fundraising committee
 - Ensure cross collaboration of all fundraising activities of the club.
- Regular attendance at monthly Managers' meetings
- Timely monthly reporting

Knowledge and Skills Required:

- Solid understanding of all club activities
- Financial Member of Mullaloo SLSC
- Current and clear holder of Police Blue Card
- Working knowledge of grants (preferred)
- Sales experience (+5 yrs) preferred

Period of Appointment & Time Commitment

- The position has a tenure period of one year. After this time the incumbent is able to re-apply for the role.
- An estimated 2-6 hours per week to fulfill the role.

Review Date:	Next Review Date:
Reviewed By:	Approved By: