

Job Title: Sponsorship Coordinator

Reports To: Executive Committee

Special Skills Required:

- Well Organized
- Innovative
- Creative
- Well developed communication skills
- Enthusiastic

Duties:

- Develop and implement a sponsorship plan for the club
- Attract and secure sponsorship
- Work with communications coordinator to make sure correct sponsors details appear in club publications etc...
- Provide treasurer with details of sponsorship so invoices can be raised and follow up outstanding payments
- Organize some form of sponsorship recognition
- Assist committee with marketing and new business ideas