



SPONSORSHIP COORDINATOR Role Descriptor

PURPOSE

To develop, publish and source innovative opportunities of raising funds through sponsorship.

MAIN FUNCTIONS AND DUTIES

1. Promotion

- To promote and lead sponsorship within the club
- Utilise TeamUnify / Web / Social Media and print as required
- To act as an ambassador of the club
- Establish, maintain and develop relationships with partners as required

2. Financial planning and budgeting

- Work with the Treasurer to develop and agree the sponsorship strategy to support the annual budget requirements
- Present forecasts throughout the year for the sponsorship activities
- Ensure all sponsorship is formalised by agreements and keep proper records and documentation

3. Communication and correspondence

- Be the first point of contact for all sponsorship enquiries
- Attend committee meetings and give reports as required to key club officers

4. Sponsorship

- To develop sponsorship proposal(s)/packages(s) for the club
- 'Sell' the sponsorship packages to achieve budget requirements
- Coordinate with the President to ensure sponsors are appropriate and align with the Club's Strategic Action Plan and values
- Establish and maintain relationships with sponsors
- Ensure acquired funds are being used for designated purpose

SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Team player
- Passion & enthusiasm

REQUIREMENTS

- To have a knowledge of sponsorship
- To liaise with Club Treasurer on income received
- To ensure accurate records are kept
- To report to Club Committee on activities



PERTH CITY SWIM CLUB

- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct

TRAINING AND SUPPORT

- Support of the Club Committee