

MSSC Sponsorship Coordinator

The Sponsorship Coordinator is the chief organiser of sponsorship arrangements for all sections of the Club.

The Sponsorship Coordinator reports regularly to the Committee.

The time commitment will vary during key times of the year.



Desirable Attributes:

The Sponsorship Coordinator should:

- Be organised, efficient and professional
- Be personable and can present the club and the virtues of being a sponsor
- Be creative in looking at new ways to service and satisfy sponsors.

The Sponsorship Coordinator should:

- Organise key tasks and timelines.
- Review the current Sponsorship Package and be familiar with what the club promises to sponsor's.
- Prepare a budget, monitor it carefully and report on it regularly.
- Seek to raise \$10,000 per year (as a minimum) in sponsorship funds for the club.
- Keep a proper record of sponsor details.
- Send out a letter / email to current sponsors regarding their commitment for the coming season.
- Seek new club sponsors and meet with potentials to outline what services they would value most.
- Organise that signage be produced and erected on signing.
- Maintain an agreement with each club sponsor.
- Make sure sponsor representatives are met when attending functions or match day.
- Give a report at regular meetings and when required.
- Liaise with competition coordinators to ensure that sponsors get recognition.
- Make sure trophy sponsorship list is completed for all teams and committee awards and trophies ordered a month prior to presentation in Sept/October.
- Send out a thank you letter/certificate at the completion of the season and a sponsor survey to support planning for the following year.
- Make sure sponsor logos are maintained on the website; update with new and old logo's removed in liaison with web support person.
- Assist at public speaking events.