



Hills Hornets Touch Football

Wrights Rd Reserve, Kellyville
 Castlewood Reserve, Castle Hill
 Web: www.hillshornetstouch.com
 Email: info@hillshornetstouch.com

Position Description – Sponsorship Coordinator

Job Purpose	The role of the Sponsorship Coordinator is to build the corporate and commercial brand through partnerships aligning to the Hills Hornets Touch Football Association.
Job Responsibilities	<p>Primary responsibilities for the role of the Sponsorship Coordinator include:</p> <ul style="list-style-type: none"> • If necessary, form a Partnerships Working Group and manage the group, coordination, objectives and outcomes. • Develop a Partnerships Strategy with annual goals for the club. • Organise fundraising activities and functions for the club. • Prepare rosters for volunteers assisting with fundraising activities. • Ensure all materials required for fundraising are ordered and available. • Supervise the collection of all monies raised and arrange payment to the Treasurer. • At the end of each function or activity, reconcile all funds raised with Treasurer. • Identify all available partnership opportunities for Club and relevant campaigns. • Prepare submissions and all supporting material. • Present proposals to interested parties. • Ensure that all commitments are provided according to the terms of the respective partnership agreements. • Maintain accurate records of all partnerships, fundraising and donations received. • Develop and implement a partnerships servicing program that provides value for the club's partners. • Arrange all necessary permits, registrations and approvals for fundraising activities as required.
People Management	Yes – accountable for all Partnership Working Group members and respective volunteers.
Budget Management	Yes – required to work with the Treasurer in managing all partnership agreements.
Reports To	Director of Administration
<p>Note:</p> <ul style="list-style-type: none"> • This position requires a clearance/s to work with children which is an essential component of this role and therefore to continuing employment. • The ordinary working hours for the position can include duty on weekends and evenings. • The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment. 	

JOB HOLDER CAPABILITIES

Qualifications and Experience	<ul style="list-style-type: none"> • Tertiary qualifications in related field and advantage. • Minimum 3 years' experience working with corporate partners. • Experience working with volunteers and in non-profit organisations. • Experience in event management, account management and partnership negotiation.
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Knowledge and Skills	<ul style="list-style-type: none">• Skills should include:<ul style="list-style-type: none">- organisational administration- customer service- budget and project resource development- strategic planning- demonstrated success developing and monitoring partnerships.• Excellent people skills, with an ability to lead volunteer groups.• Personal qualities of integrity, credibility, and commitment.• Flexible and able to multi-task; can work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions; demonstrated resourcefulness in setting priorities and guiding investment in people and systems.• Highly dedicated club person and good role model when representing the committee.

