



Mountain Creek Netball Club

Sponsorship and Fundraising Coordinator

Position Type:	Voluntary
Reports To:	MCNC Executive Committee
Position Length:	1 Year (From AGM to AGM – approx. September to September).
Availability:	Sign-on, grading days, Saturdays, and some evenings.
Certifications Needed:	Current Blue Card (working with children check).

General Description / Responsibilities

Job Purpose:	The Sponsorship and Fundraising Coordinator is primarily responsible for sourcing and maintaining club sponsors and supporters, obtaining vouchers for all players for fixture games, and assist with finding grants or fundraising opportunities.
Job Responsibilities:	<p>The responsibilities of the club Sponsorship and Fundraising Coordinator are:</p> <ul style="list-style-type: none"> • To be well informed of all organisation activities. • Understand club rules, processes, and the roles of all committee members. • Maintain and update club sponsorship packages to advise interested sponsors of opportunities available. • Liaise with all club sponsors and supporters to ensure their vision and our vision of sponsorship for the season align. • Be available to answer any questions or enquires from current, past or incoming sponsors or supporters. • Assist President and Treasurer with finding grants for the club to further improve income of money to put back into players and equipment. • Report back to the Executive Committee with returning/incoming sponsors and their requirements/payment.
Specific Roles:	<ul style="list-style-type: none"> • Contact previous club sponsors/supporters to determine if they will be returning for the next season. • Connect with local businesses to reach out and open the line of communication regarding sponsorship or supporting packages. • Liaise with the Executive Committee regarding the presentation of club sponsors on social medial pages and website. • Search for community sporting grants that the club could benefit from and report back to Executive Committee with what is viable to apply for. • Organise any club raffles throughout the season that the club could benefit from. • Thank sponsors personally on behalf of the club at the conclusion of the season and ask for any general feedback. • Help with other tasks when needed to support the committee. • Be available and responsive via email throughout the season. • Be available for all club events including sign-on day, grading days, all Saturdays, and Club Break Up. • Be available all day on BBQ day and photo day to assist committee.

<p>Sponsorship and Fundraising Coordinator Capabilities:</p>	<p>The individual taking on Sponsorship and Fundraising Coordinator will require:</p> <ul style="list-style-type: none"> • Strong communication and interpersonal skills. • Ability to function in a team environment with evenly distributed responsibilities. • Superior time management and organisational skills and ability to meet deadlines. • Well-developed decision-making skills and be receptive to change. • Understand how to separate personal interest and association matters so to always act in the best interest of the organisation. • Dedication and a good role model to the community and committee.
--	--