Kingaroy Rugby League Football Club, Juniors & Seniors Incorporated

Volunteer Position Description

Sponsorship Coordinator

The Sponsorship Coordinator is responsible for organising all sponsorship arrangements of the club and the management and supply of all playing jerseys and training shirts.

Responsible To

The Sponsorship Coordinator is directly responsible to the President and the members of the club.

Responsibilities

The Sponsorship Coordinator should:

- Develop in conjunction with the Club Committee the sponsorship packages when organising player jerseys and training shirts. Ensure process complies with Club Sponsorship Procedure and Jersey Policy.
- Manage the process of ordering new jerseys and training shirts, including liaising with suppliers and seeking new sponsors to supplement existing sponsorships. An Excel spreadsheet is available from the Secretary via TidyHQ storage to assist with recording, tracking and pricing of orders and sponsorships.
- Maintain strong relationships with all Club sponsors;
- Co-ordinate all sponsorship for all areas of the club;
- Create sponsorship marketing information which can be provided to club participants to sell sponsorship to their network of family and friends;
- Provide the Media Coordinator details on sponsors to create social media posts that promote sponsors when required;
- Maintain a database of all current club sponsors and contact information through 'Groups' in TidyHq;
- Seek feedback from sponsors on how the club can create value for them for the next year and beyond;
- Ensure sponsors receive recognition for their sponsorship;

Initial Duties

- Become familiar with all Club sponsors and current agreements;
- Make contact with Club Sponsors to build a rapport and become the primary point of contact for all sponsorship enquiries;
- Ensure all team jersey's bags are correct and distribute for the season;