

MAITLAND CITY SOFTBALL CLUB INC

JOB DESCRIPTION FORM

SPONSORSHIP & GRANTS OFFICER

The Sponsorship & Grants Officer is responsible for sponsorship arrangements & grant applications on behalf of Maitland City Softball Club Inc.

Responsible to:

The Sponsorship & Grants Officer is directly responsible to the President and the members of Maitland City Softball Club Inc.

Responsibilities and Duties:

The Sponsorship & Grants Officer should:

- Convene a group to assist with key tasks and timelines
- Review the current Sponsorship Package and be familiar with what the Club promises to sponsors
- Prepare (in liaison with the Director of Finance) a budget, monitor it carefully and report on it regularly
- Seek to raise 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 a Memorandum of Understanding with each club sponsor
- Make sure sponsor representatives are met when attending functions or game days
- Liaise with the social committee regarding sponsor invitations and special function calendars
- Give a report at regular meetings and when required
- Liaise with function/competition organisers to ensure sponsors get recognition
- Send out a thank you letter at the completion of the season and a sponsor survey to support planning for the following year
- Apply for grants to assist with financial expenses/development of Club
- Liaise with local government bodies
- Promote our Club's Mission, Purpose and Values

Knowledge and Skills Required:

Ideally the Sponsorship & Grants Officer is someone who:

- Can communicate effectively
- Is well organised and professional
- Is able to delegate and support a working group
- Can be personable and can present the Club and the virtues of being a sponsor
- Can be creative in looking at new ways to service and satisfy sponsors