



NCCC Sponsorship Manager role description



Title – Sponsorship Manager

Reports to – President/Treasurer

Position Statement - Organise and facilitate sponsorship and

Strategic Relationships – President/Treasurer/Merchandise Manager/Business Administrator

Key Working Documents-

Job Tasks

- Negotiate, coordinate and promote sponsor arrangements with club community partners and sponsors
- Establish and maintain packaged levels of sponsorship
- Overview delivery of specific sponsorship arrangements
- Ensure accurate records are kept and work with the Treasurer to ensure invoicing and payments are completed.
- Work with sponsors and community partners to ensure strong, lasting mutually beneficial relationship are established and maintained.

Equipment and Resources -

Knowledge and Skills required –

- Communicates effectively.
- Is organised and can delegate tasks when required.
- Can maintain confidentiality on relevant matters.
- Has working knowledge of the club and its policies and processes.
- Computer access and minimum basic program competencies.

Attendance Requirement -

Remuneration –

Signed ----- date ----- President

Signed ----- date -----

The role is a one year appointment as elected at the AGM.