



## Sponsorship and Fundraising Coordinator Forrestfield Football Club

<b>Title</b>	Sponsorship & Fundraising Coordinator
<b>Division</b>	General Committee
<b>Reports To</b>	Treasurer
<b>Salary Details</b>	Nil - Volunteer Position within club

### The Role

To maximise the number of sponsors supporting the Forrestfield Football Club (FFC) and to maximise revenue from the sponsorship base. This includes managing the relationship between the FFC and sponsors to ensure that all sponsors are serviced to a high level and are retained on a long term basis and to provide support to the Executive and Committee members to ensure the efficient management of Club sponsorship and fundraising activities.

### Direct Relationships:

- Small Sponsorship and Fundraising Officer

<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Develop a proposal, for ratification by the Committee, for sponsorship packages to be offered by the Club to attract as broad a sponsorship as possible.</li> <li>2. Co-ordinate all sponsorship and fundraising for all areas of the club.</li> <li>3. Meet the sponsorship budget target set as part of the annual financial planning process.</li> <li>4. Ensure all existing sponsors are contacted three months prior to the season commencement</li> <li>5. Seek out new sponsors to supplement existing sponsors.</li> <li>6. Ensure sponsors signage is in place and all other aspects of sponsorship packages are in place prior to the commencement of the season.</li> <li>7. Assist with arranging a sponsor's event (as part of a Seniors Home Game) at an appropriate time of the year.</li> <li>8. Assist with facilitation and concepts of FFC fundraising initiatives throughout the year</li> <li>9. Ensure all sponsorship agreements are honoured.</li> <li>10. Maintain contact with all corporate sponsors throughout the season</li> <li>11. Maintain strong relationships with all Club sponsors.</li> <li>12. Report activities of the portfolio at FFC General Meetings</li> <li>13. Report activities of the portfolio to the membership at the Annual General Meeting</li> <li>14. Represent FFC at WAFC and PFL formal events when required</li> </ol>
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	<ul style="list-style-type: none"> <li>15. Participate with the Executive Committee to create and maintain the club's overall vision, strategic goals and values.</li> <li>16. Lead, contribute and guide a positive behavioural culture within the FFC</li> <li>17. Assist other Committee members in their duties as required</li> <li>18. Assist Executive Committee with FFC operational requirements</li> </ul>
<b>Hours</b>	<ul style="list-style-type: none"> <li>1. Approx 4-6 hours per week (this may be more in the pre-season)</li> </ul>
<b>Availability</b>	<ul style="list-style-type: none"> <li>1. Attend monthly FFC Club General Meetings (Held second Tuesday of each month)</li> <li>2. Attend FFC AGM</li> <li>3. Attend Junior Games when required</li> <li>4. Attend Seniors Games when required</li> <li>5. Attend all major club events</li> <li>6. Attend external events when required</li> </ul>
<b>Desirable Skillsets / Qualifications</b>	<ul style="list-style-type: none"> <li>1. Well developed communication and computer skills</li> <li>2. Well developed written skills</li> <li>3. Be able to present to parents / participants / stakeholders</li> <li>4. Well-developed organisational skills</li> </ul>