

POSITION DESCRIPTION

Revenue Coordinator



Committee Role

General committee level position must have a portfolio and a role.

Objectives

- To maximise the number of sponsors supporting the association and to maximise revenue from the sponsorship base.
- To manage the relationship between the association and sponsors to ensure that all sponsors are serviced to a high level and are retained on a long-term basis.
- To provide support to the executive and non-executive committee members to ensure the efficient management of association sponsorship activities.
- Assist Executive of Finance & Executive of Matchday & Operations to determine correct fee structure to ensure the financial viability of the association

Responsibilities

- Develop a proposal, for ratification by the committee, for sponsorship packages to be offered by the association to attract as broad a sponsorship base as possible.
- Organise a team to assist with sponsorship & fundraising (sub-committee)
- Coordinate all sponsorship for all areas of the association.
- Formulate an annual sponsorship budget and setting targets as part of the annual financial planning process.
- Organise and implement a sponsor's business directory.
- Ensure all existing sponsors are contacted 3-5 months prior to the season commencement.
- Seek out new sponsors to supplement existing sponsors.
- Ensure sponsors signage is in place and all other aspects of sponsorship packages are in place prior to the start of the season.
- Ensure all sponsorship agreements are honoured.
- Maintain contact with all corporate sponsors throughout the season.
- Maintain strong relationships with all association sponsors.
- Educate electronic scoreboard operator (if applicable) on scoreboard advertisement requirements.
- Assist other committee members in their duties as required.
- Undertake tasks at the request of the president, executive or general committee.

Relationships

- Reports to the Executive Finance
- Liaises with sponsors.

Accountability

- The Revenue Coordinator is accountable to the executive finance and executive committee.
- Provide a report on its portfolio to the committee when requested.
- The Revenue Coordinator shall seek ratification from the committee of sponsorship packages offered by the association and shall thereafter have the authority to act within the limits of the packages without reference to the committee.

- Seek ratification from the appropriate committee member prior to committing the association to any financial expenditure or action.