



## Job Description

### POSITION DETAILS

<b>Title:</b>	Vice President - Sponsorship
<b>Year Revised</b>	2016

### PRIMARY PURPOSE

- To maximise the number of sponsors supporting the Club and to maximise revenue from the sponsorship base.
- To manage the relationship between the Club 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 Committee members to ensure the efficient management of Club sponsorship activities.

### KEY RESULT AREAS

- 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.
- Co-ordinate all sponsorship for all areas of the club.
- Ensure all existing sponsors are contacted two months prior to the season commencement
- Seek out new sponsors to supplement existing sponsors.
- Complete applications for financial sponsorship and grants
- Ensure all sponsorship agreements are honored.
- Ensure all sponsorship offerings have been fulfilled.
- Maintain contact with all corporate sponsors throughout the season.
- Manage supplier relationships

### EQUIPMENT OPERATED, TECHNOLOGY USED And REQUIRED RESOURCES

- Sponsorship Database
- ST Johns Logos
- Existing sponsors logos
- Supplier list

### Guide to St Johns Excellence

#### DEDICATION

An enthusiastic willingness to accept; even look forward to, the long hours of preparation necessary for excellence.

#### DESIRE

Maintaining a constant ever burning fire to excel, both mentally and physically in the long hours required.



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### **DISCIPLINE**

Possessing the inner strength to commit oneself to the rules and regulations needed to achieve excellence.

### **PRIDE**

The consciousness of what is befitting any person or body of persons with exhibition of quality in attitude, bearing and conduct.

### **TRADITION**

The handing down of beliefs, rules and customs from one generation to the next. A method of procedure almost having the same force as the law.

### **AUTHORISATION**

I hereby confirm that:

- I have read this job description
- I understand the role for which I am applying for
- I have read St Johns Constitution

**Name:**

**Signature:**

**Date:**