



JOB DESCRIPTION

Marketing & Sponsorship Manager

The role of the Director Marketing & Sponsorship is to be responsible for the co-ordination and management of all matters relating to Club stock of merchandise, playing uniform and the sponsorship agreements. Control purchasing of all merchandise, manage supplier agreements and design the sponsorship packages for approval by the Committee.

Desirable Attributes:

- Good Organisational Skills
- Has some financial expertise
- Ability to maintain accurate records
- Dedicated Club Person
- Honest/Trustworthy
- Computer skills
- Good communication skills

Specific duties include but are not limited to:

- Provide advice to the Committee in their management of the Club merchandise and relevant stock levels to meet the needs of members prior to the commencement of the season
- Lead the sponsorship budget process and ensure an appropriate budget is provided to the Treasurer and Committee for approval
- Ensure development and Committee review of sponsorship packages and procedures
- Support any required auditing processes in the completion of the merchandise & stock takes
- Receipt of all incoming monies
- Bank all monies received
- Maintain accurate records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Keep accurate record of all sponsorship agreements, conditions, invoices/receipts and duration
- Communicate with the website administration and registrar on the purchase information of merchandise



Needed:

- Receipt Books
- Invoice Book
- Bank deposit book
- Receipt details slips
- Calculator