



### NPSC Non Executive – Sponsorships & Grants Manager

<b>Reports To:</b>	Executive Committee
<b>Job Inductor:</b>	
<b>Purpose of Role:</b>	To obtain sponsorships and grants for the Nichols Point Soccer Club
<b>Key Tasks and Responsibilities:</b>	
<p>Sponsorships</p> <ul style="list-style-type: none"> <li>▪ Sponsorship can be in the form of money or gifted items / services.</li> <li>▪ Any sponsorship received by way of gifted items / services can be used for a fund raising activity eg raffle or auction and may be handled by the Club Fund Raising Manager or if appropriate, could be used within the club eg soccer balls</li> <li>▪ Ask for sponsorship within and outside the club and outline how it will be of benefit to the club i.e. how it is going to be spent / used and where possible outline how our club can support there business eg signage, promotion on club website and patronage. Some people in the club and community may be looking for ways to promote their business and support our soccer club.</li> <li>▪ Prepare a database of businesses and write letter asking for sponsorship. Keep in mind, that it is sometimes more successful to approach them in person.</li> <li>▪ Seek the assistance of the Publicity and Community Liaison Manager to find ways to advertise for sponsorships through the club newsletter, local media and other community publications / broadcasts.</li> <li>▪ Ensure all sponsors are recognised and encourage club members to support these businesses in return. This can be done through club newsletter and website.</li> <li>▪ Prepare a personalised letter of appreciation for significant sponsorships.</li> </ul> <p>Grants</p> <ul style="list-style-type: none"> <li>▪ Actively look for and prepare applications for grants from a wide variety of sources ranging from supermarket chains, local, state and federal government, sports assemblies, NSW gaming tax (pokie venues)</li> <li>▪ Grants cover a variety of purposes including help to support club volunteers, equipment – shirts, balls, nets etc, facilities, and play / training areas etc</li> <li>▪ Speak to Mildura Rural City Council sport and recreation officers to obtain a list of all government grants that are currently available. Also go to <a href="http://www.grants.dpcd.vic.gov.au">www.grants.dpcd.vic.gov.au</a></li> </ul>	
<b>Experience and / or Qualifications:</b>	<ul style="list-style-type: none"> <li>▪ Some experience in seeking sponsorships and applying for grants would be helpful.</li> </ul>
<b>Desirable Personal Qualities:</b>	<ul style="list-style-type: none"> <li>▪ Energetic person with good negotiation skills</li> <li>▪ A creative mind may help in ways of seeking sponsorships</li> </ul>
<b>Timing:</b>	
Approx hours pw	1.5
Frequency of work	Committee meetings only when required/desired.
Length of commitment	One year elected at AGM