

Ringwood Golf Club

Position Description



Sponsorship officer

Responsibilities:

1. The Sponsorship Officer is responsible for the coordination of sponsorship agreements for the (Club).
2. The Sponsorship Officer is directly responsible to the President and members of (Club).
3. To promote RGC with sponsors
4. Be the first point of contact for sponsorship enquiries
5. Source sponsors and donations.
6. Manage the sponsors interactions with club ie: special events, sponsorship agreement documents
7. Ensure each sponsor's level entitlements have been met ie: logo on website etc
8. Manage sponsorship renewals
9. Provide monthly update to committee regarding sponsorship activities [typically in form or written report not in person]

Appointment term and Time Commitment required.

- The Sponsorship officer is appointed for a term of 12 months
- Estimated time commitment required for this role is 2 hours per week