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JOB DESCRIPTION

SPONSORSHIP COORDINATOR

The Sponsorship Coordinator is responsible for identifying and managing current and potential sponsors of the Berri Tennis Club.

Responsible to: The Sponsorship Coordinator is responsible to the President and members of the Berri Tennis Club.

Role Requirements: Excellent oral and electronic communication skills. Good organizational skills. Current knowledge of the Berri Tennis Club's goals and future plans. Ability to think creatively to encourage new sponsorships and retain current sponsors. Basic computer skills.

Responsibilities:

- Create and regularly review sponsorship proposals.
- Ensure sponsorship requirements are met.
- Identify new sponsorship opportunities, communicate with committee and investigate.
- Manage and maintain existing sponsorship relationships including thank you letters.
- Maintain communications with current sponsors regarding club events.
- Create and maintain accurate records of all current and past sponsors.
- Liaise with the Treasurer regarding payments/in kind products.
- Invite and entertain sponsors at Club events.
- Ensure that our current Club sponsors are acknowledged on all our social media platforms, and on the sponsors page on our website.