



**NATIONAL CLUB
ACCREDITATION SCHEME**



Position Description – Partnerships Manager

JOB TITLE:

Partnerships Manager

OBJECTIVE:

To source, manage and retain Club support partners to ensure a positive revenue stream into the Club to help promote the Club and our partners and to reduce participation costs.

RESPONSIBILITIES:

- Create or modify packages as required
- Meet and discuss opportunities with potential partners
- Document agreements made in the standard Club form
- Liaise with the Treasurer for all budget requirements and assist in financial requirements
- Maintain communications with club executive and partners of ongoing sponsorship status and reports prior to monthly meetings
- Provide input to the Media Coordinator to ensure agreed advertising is being achieved
- Ensure funds associated with packages are collected
- Organise partner events when necessary
- Monitor compliance with agreements to ensure, primarily, no breach by the Club

RELATIONSHIPS:

- Will have a close relationship with the Treasurer and General Manager

ACCOUNTABILITY:

- The Partnerships Manager is accountable to the Treasurer.
- The estimated time commitment required is up to 2 hours per week that will increase and decrease at certain times of the year
- This role requires attendance at 75% of the monthly committee meetings



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ESSENTIAL SKILLS:

- Passionate and dedicated to promoting the Club to the wider community.
- Good communication skills or the ability to develop skills with assistance from the Club.
- Good relationship management and record keeping; as the primary interface to our partners it is important that the club values are actively displayed

• Structure

Belongs to the Commercial Portfolio

