



Sun City Peachtree Softball Club

Job Description

POSITION:	Sponsorship Coordinator
REPORTS TO:	Board Liaison as determined and assigned by the Board
TERM:	Appointed by Board to serve annually, calendar year January 1 through December 31.
JOB DUTIES:	<p>The responsibilities of the Sponsorship Coordinator shall include:</p> <ol style="list-style-type: none">1. Solicit local businesses for new sponsorship opportunities.2. Remain in contact with existing sponsors for annual renewals.3. Keep adequate historical records of sponsorship funding.4. Work with Club Treasurer to set sponsorship levels and pricing, as well as the timely deposit of funds received.5. Prioritize sponsors desiring the opportunity to move up through the sponsorship levels and ensure several are available when needed for brand-new teams.6. Work with sponsors to obtain the appropriate graphical artwork for banners and jerseys.7. Ensure outfield and backstop banners are securely installed and in good condition. Replace faded banners as necessary.8. Promote and leverage sponsors during Club activities, concessions, fund-raising events, etc.
QUALIFICATIONS:	<ol style="list-style-type: none">1. Current membership and good standing in the Softball Club2. Past administrative experience a plus3. Good organizational and communication skills4. Work well with others5. Proficiency with technology and office productivity programs such as Microsoft Word and Excel a plus