Job Description
PARTNERSHIPS OFFICER

Objectives

To maximise the sponsor base and generate sustainable revenue through strategic engagement. This role focuses on delivering high-level service to maintain strong, long-term relationships with partners, ensuring their needs are met for consistent retention.

Position within the Committee:

☐ Executive Committee ☐ Committee ☑ Volunteer

Duties Profile

Have a sound understanding of the club demographics.

Coordinate sponsorship for all areas of the club.

Formulate an annual sponsorship budget and setting targets as part of the annual financial planning process.

Organise and implement a sponsors' business directory.

Ensure all existing sponsors are contacted 3-5 months prior to the season commencement.

Develop sponsorship package outlines that may be offered by the club to attract as broad a sponsorship base as possible.

Seek out new sponsors to supplement existing sponsors. Develop customer-driven proposals for all prospects, for ratification by the committee.

Ensure sponsors' signage is in place and all other aspects of sponsorship packages are in place prior to the start of the season.

Arrange a sponsors' recognition event at an appropriate home game of the season, ideally early in the season.

Ensure all sponsorship agreements are honoured.

Maintain contact with all corporate and club sponsors throughout the season.

Provide a fulfilment report to all sponsors at the end of the season.

Working Relationships	*Related documents:*
Executive Committee	*Terms of Reference - Recruitment Working Group*
Communications Manager	*Marketing Plan*
Inclusions Officer	*Communications Plan*

KALAMUNDA RANGERS

Teeball – Baseball – Softball

Where the Whole Family can Play

Last Reviewed: May 2026

DRAFT