



## Job description

**Position:** Sponsor coordinator

**Main purpose:** To uphold and assist in achieving the aims and objectives of the Federation as enshrined in the constitution. To have an broad knowledge commercial sponsorship and the ability to liaise with prospective sponsors. To act in an impartial manner when undertaking duties of the Federation.

**Role:** Reporting to and liaising with the Executive Committee

**Responsible to:** The Executive Committee

**Contractual arrangement:** A voluntary position which is not remunerated.

**Tenure:** One year from date of appointment, at the AGM.

### Principal Responsibilities and Duties:

To receive strategic direction from the European Lacrosse Federation Executive Committee and to head up and be responsible for obtaining and securing corporate or other sponsorship.

To be proactive in the development and initiation of a sponsorship policy including contractual arrangements and outlining the established benefits which may accrue when sponsoring the Federation.

To assist, direct and supervise the acquisition of corporate or other sponsorship.

To research prepare sponsorship packages, to submit applications for sponsorship and thereafter to report progress.

To liaise with and assist other members of the Executive Committee in an effort to progress sponsorship through any lead or contact they may have.

To act as a resource for member countries seeking sponsorship.

To ensure timely and relevant information is prepared for dissemination via ELF communication channels so that potential sponsors are appropriately informed of the aims and objectives of the Federation and ongoing developments.

To liaise with the Treasurer to ensure that any financial arrangements proposed meet the financial policies and procedures of the Federation..

To provide regular reports to the Executive Committee and be available for ELF meetings on line or otherwise arranged as and when required.

To report at the AGM

