



Role Title	<i>Sponsorship Coordinator</i>
Reports to	<i>Executive Committee, directly to the President</i>

Role purpose

To uphold and assist in achieving the aims and objectives of the ELF as enshrined in the constitution, specifically relating to obtaining sponsorship to support the development and growth of lacrosse in Europe

Duties and responsibilities

- 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 and prepare sponsorship packages, to submit applications for sponsorship and thereafter to report progress.
- To act as a resource for member countries seeking sponsorship.
- 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 online or otherwise arranged as and when required.
- To report at the AGM

Qualifications

The Sponsorship Coordinator will be an enthusiastic individual with experience in a professional environment, ideally in business, sponsorship or marketing. They will ideally be based in Europe and have experience within the lacrosse community.

Qualifications include:

- Proactive and self-motivating;
- Strong organizational and interpersonal skills;
- Willingness to travel;
- Diplomatic and impartial;
- Effective written and verbal communication skills;
- Computer literacy, in particular, MS Office and social media

Contractual Arrangements

This is a voluntary position which is not remunerated. This post does not carry a vote on the Executive Committee. The position is tenured 2 years from the date of appointment, pending a review of activities after the first 12 months.

In line with ELF's Diversity & Inclusion statement, we welcome applications from everyone irrespective of ethnic origin, disability, age, gender identity, trans status, sexual or romantic orientation, disability, nationality, religion, marital status, pregnancy or family status or socioeconomic background. As members of ethnicity minority groups and individuals with disabilities are currently under-represented at this level of post, we would encourage applications from members of these groups. If you have the right mix of skills and experience, wherever these were taught, gained or learnt, as well as a passion for lacrosse, we want to hear from you. Appointment will be based on merit alone.

Provided for reference only.

Always consult current legislation in your jurisdiction to create policies and procedures for your organization.