



Sponsors Coordinator

Job Description

Primary Objective : To ensure sponsors are looked after and have a positive experience with DW

Responsible to : Event Manager

Relationships:

Key Responsibilities:

Plan sponsorship proposal for the event in conjunction with committee

Maintain records of past sponsors adding new ones and recording level of sponsorship

Liaise with committee as to who contacts which sponsors so none approached twice

Ensure all sponsors are recognised and thanked accordingly

Provide announcer with material for the event on each sponsor, including National Sponsors brief

Invite local sponsors to event in accordance with event manager planning

Liaise with program coordinator around obtaining logos for program

Liaise with sponsors around trade stands & advertising at venue

Ensure sponsors who attend event are looked after

Thank you to sponsors after event

Ensure all sponsors logos are given to website manager

Personal Requirements

- Customer focused attitude
- Excellent communication & people skills
- Record keeping skills in excel
- Marketing skills