

Position Description

Sponsorship– Busselton Netball Association (BNA)

Role Purpose

The Sponsorship & Funding Coordinator is responsible for generating financial and in-kind support for the Busselton Netball Association (BNA). This role ensures the sustainability and growth of the Association by securing sponsorship and funding, maintaining strong sponsor relationships, and supporting the wider BNA community.

Time Commitment

Approx. 2–4 hours per week, with increased workload during peak sponsorship or grant periods. Flexibility to attend Board or sub-committee meetings as required.

Honorarium

At the conclusion of the season, an honorarium will be paid to the role holder. The amount will be determined based on the work completed and the successful fulfillment of the position's responsibilities

Key Responsibilities

- Identify potential sponsorship and funding opportunities (local businesses, grants, community funding, government and sporting grants).
- Update and distribute the BNA Sponsorship Package to the community.
- Liaise with current and prospective sponsors, ensuring all sponsorship commitments are fulfilled.
- Work with the Social Media Officer to coordinate sponsor recognition through digital platforms and promotional materials.
- Provide periodic updates to the BNA Board on sponsorship progress, income, and renewals.
- Assist in reporting to sponsors regarding the outcomes and impact of their support.

Knowledge, Skills & Attributes

- Strong communication and interpersonal skills.
- Ability to write clear and persuasive proposals and sponsorship packages.
- Organisational skills and attention to detail.
- Basic understanding of marketing or promotion is advantageous.
- Enthusiasm for community sport and supporting the Association's growth.