



AUSTRALIAN LACROSSE ASSOCIATION LTD.

POSITION DESCRIPTION

Sponsorship and Fundraising Coordinator

**Australian Men's Team
2014**

POSITION DESCRIPTION:

Functions of the Sponsorship & Fundraising Co-ordinator

The Sponsorship & Fundraising Co-ordinator will:

- Prepare Sponsorship proposals and sourcing of potential sponsors;
- Obtain donations for the team, including auction items to be used at fundraising events;
- Prepare media releases, for Manager and ALA approval;
- Co-ordinate fundraising events;
- Provide communication with sponsors and provide information for website & newsletters;
- Obtain quotes when needed.

Function of the Team/Squad

The Australian Team/Squad will:

- Compete in the FIL 2014 Men's World Championship and in other tournaments and competitions as sanctioned by ALA;
- Provide opportunities for talented lacrosse athletes to develop their abilities in the context of international competition;
- Provide opportunities for the development of athletes, with above average dedication to their personal athletic preparation;
- Train on a schedule determined by the Head Coach with an emphasis given to both discipline and performance;
- Promote a balance between personal, club and state team obligations.

A. PRIMARY JOB PURPOSE

To provide support to the Finance Manager on tasks associated with sponsorship and fundraising for the Australian Men's Team under the principles of the ALA Constitution and High Performance Program Policy.

B. JOB RESPONSIBILITIES

1. In consultation with the Finance Manager, seek sponsorship for the team and additional funding opportunities;
2. Coordinate State Based Sponsorship and Fundraising activities;
3. Coordinate sponsorship and fundraising opportunities with Team Supporter Group/s;
4. Provide financial records to Finance Manager as required;
5. Collect and receipt all funds associated with sponsorship and fundraising operation's, using sound financial procedures;
6. Maintain at all times, appropriate relationships with athletes, coaches and team personnel;
7. Monitor and promote good sportsmanship and responsible public behaviour by team members;
8. Provide a written report to the Finance Manager after each event, including financial details;
9. Ensure all financial commitments have been approved by the Finance Manager.

Management

Program Administration

- Maintain ongoing contact with the Finance Manager and Manager;
- Provide financial reports to the Finance Manager and Manager;
- Consult with the Finance Manager and Manager to provide effective solutions to any issues and or concerns within the program;
- Adhere to the ALA Constitution and relevant policies and FIL World Championship Guidelines;
- Liaise with the Head Coach, Finance Manager, Team Manager, Assistant Managers, State Based Managers and Supporter Group, in relation to sponsorship and fundraising.

C. ISSUES AND CHALLENGES

- A balanced approach to program management duties and responsibilities;
- Maintain enthusiasm and motivation of athletes during extensive club and national competitions;
- Manage a diverse range of individual athlete personalities and issues that arise with high performance athletes.

D. ORGANISATIONAL ENVIRONMENT

Reporting Relationships:

Direct: Head Coach, Team Manager, Finance Manager

Lateral: ALA President, ALA Directors, ALA Bookkeeper, Team Personnel, Squad Coaches, State Team Coaches and Managers, Club Coaches.

E. KEY SELECTION CRITERIA

Qualifications:

- Sound Marketing and Fundraising experience, personnel, administration and IT skills;
- National Police Check;

Personal attributes:

- People and relationship management;
- Strong planning and time line management ability;
- Strong Marketing and Fundraising experience and implementation;
- Negotiation and conflict resolution ability;
- Capacity to work in a team environment, facilitating commitment and adherence to team expectations, regulations and rules;
- Ability to balance the demands of processes and outcomes;
- Demonstrated work habits, characterised by a focus on “getting the job done”;
- Demonstrated competence in business matters.

F. KEY RESULT AREA AND INDICATORS

PROGRAM

1. A sound base of world class athletes prepared for progression to following Australian team/s.
2. Implementation and integration of leading edge administration practices.
3. Meets budget.
4. Operates within policy parameters.

G. POSITION STATUS

The position of Sponsorship and Fundraising Coordinator, will include ALA recognition.

The position of Sponsorship and Fundraising Coordinator is not a 'travelling position', as part of the 'official travelling party'

The provision for FIL recognition as part of the 'official travelling party' will be determined by ALA, in consultation with the Head Coach, once all team personnel positions are confirmed.

Note: ALA is a 'not-for-profit' national sporting organisation and is not registered for tax deductibility for donations.

*To achieve tax deductibility;
donations can be made through the Australian Sports Foundation (ASF),
ensuring that all ASF guidelines are met.
The period specific for the 2014 Australian Men's Team commences,
27 July 2013 and closes 19 July 2014.*