



# OLD CRANLEIGHAN HOCKEY CLUB

## Head of Sponsorship

Responsible for developing and implementing a sponsorship plan for Old Cranleighan Hockey Club to support the growth of the hockey Club.

## Duties of Head of Sponsorship

- Develop compelling and innovative partnership proposals for Old Cranleighan Hockey Club building on planning already undertaken.
- Implement and manage the delivery of the sponsorship sales strategy and lead the sponsorship sales process.
- Manage budgets and accounts ensuring income and expenditure targets is within agreed budgets.
- Manage the procurement and design of sponsorship material. Seeking support where required and within sponsors budget.
- Management of existing sponsorship arrangements.
- Agree T&Cs for all sponsorship agreements whilst ensuring Executive Committee have signed off arrangements in advance.
- Ensure all sponsorship agreements are appropriately documented and signed.
- Ensure appropriate database maintained of all sponsorship agreements.
- Where appropriate seek budget sign-off from Executive Committee.
- Management of email address: ochcsponsorship@gmail.com
- Work collaboratively with OC Club Management and Old Cranleighan Society.

## Commitment / Time for The Role

- Point person for sponsorship enquiries.
- Initial set up will take majority of time.
- Annual agreement reviews January – March.
- Attendance of Executive Committee on an ad hoc basis for delivery of plan and intermittent updates.

## Skills Required

- Experience of running sponsorship programmes
- Self-starter and ability to deliver on plan
- Well organised
- Collaborative