

**Position Title:** Sponsorship Coordinator

**Club:** Boronia Buffaloes Basketball Club

**Reports To:** Executive Commitee

**Term:** 1 year – Renewable

**Position Description:**

The Sponsorship Coordinator helps the club by finding and looking after local businesses and organisations that support us. Their work makes sure our players and teams have the resources they need.

**Key Responsibilities:**

* Build and maintain relationships with local businesses for sponsorship.
* Ensure sponsors are recognised (e.g. social media, uniforms, signage).
* Work with the committee to create simple sponsorship packages.
* Share updates with the committee about sponsorship progress

**Preferred Skills & Attributes:**

* Friendly and confident talking to people.
* Organised and reliable.
* Happy to be part of a team.
* No special skills required — just enthusiasm!

**Time Commitment:**

This role is very flexible and can usually be done in your own time. More commitment is required at the start of the season or when we’re organising sponsor renewals and welcoming new ones.