

Volunteer Role Description

Job Title:	Sponsorship & Fundraising Coordinator	Reports To:	Relay Chair
Work Unit:	Relay For Life	Location:	Variable
Agreed Day(s):	Variable	Agreed Hours(s):	4 – 5 hours per week (variable depending upon time to event)

Description of Role:

The Sponsorship & Fundraising Coordinator is vital to reduce expenditure of your event by raising cash sponsorship or in kind donations for goods/services etc. The Coordinator also maintains and develops existing sponsor relations and works with other event Coordinators to ensure sponsors are found that meet their requirements as well as the fulfilment of sponsor benefits according to the Relay Sponsorship bands and agreements.

Main tasks and responsibilities:

- Read the Sponsorship Development Guidebook
- Recruit a Sub-Committee if required and meet with them regularly
- Attend Committee meetings and liaise with other Coordinators
- Identify with committee sponsorship and prize requirements
- Coordinate any committee raffles/competitions/fundraising activities
- Develop sponsorship opportunities through community networks and contacts
- Research key businesses and companies with a view to identifying prospective sponsors
- Negotiate sponsor benefits appropriate to sponsor investment according to Relay Sponsorship bands
- Manage and foster positive relationships with existing sponsors
- Ensure the delivery of benefits to sponsors
- Assist each of your Sub-Committee/Committee members as required
- Reward and thank sponsors, in-kind supporters and major donors
- Identify/secure sponsorship and fundraising opportunities for next year
- Recruit teams and survivors to your Relay

Useful Skills:

- Excellent verbal/ written communication skills.
- Outgoing, friendly and strong public speaking and presentation skills.
- Experience delivering presentations
- Comfortable with asking for support
- Enthusiasm for raising money
- Experience in attracting and approaching sponsors

Benefits of the Role:

- Opportunity to work with Cancer Council Tasmania to achieve its mission – To defeat cancer.
- Outstanding opportunity to engage with all areas of your local community
- Opportunity to work within a community organisation and to work with other volunteers.
- Opportunity to learn and develop new skills.
- Further growth opportunities exist within volunteer arena

AGREEMENT

I, _____ agree to accept the position of _____

Signature:

Date:

Date of Review:

Alicia van Ek, State Manager RFL, June 2024