

# CAMPBELL RIVER YOUTH SOCCER ASSOCIATION ROLES AND RESPONSIBILITIES



**Position:** Director of Sponsorship/Fundraising

**Purpose:** The Director of Sponsorship/Fundraising is responsible for managing the overall CRYSA sponsorship and fundraising programs, maximizing our potential for securing revenue for infrastructure and programming needs, and creating sustainable relationships with partner groups/individuals.

## **Duties and Responsibilities**

- Working with the Executive, Administrator, and Board of Directors, determine the financial requirement to be addressed through sponsorships and fundraising.
- Create sponsorship and fundraising timetables well in advance of scheduled events/seasons.
- Review and implement overall sponsorship/fundraising policy.
- Meet with appropriate CRYSA staff/committee to develop overall sponsorship and fundraising strategies, ensuring a coordinated approach and no overlap in requests.
- Coordinate meetings to discuss ways to maximize all existing and potential partnerships.
- Prepare promotional sponsorship and fundraising packages for targeted categories and companies.
- Arrange meetings with interested prospects, and negotiate arrangements, inclusive of agreements/contracts ensuring clarity of information.
- Ensure all commitments made with sponsors are fulfilled and sponsors are provided information indicating valuable recognition for their support.
- Attend scheduled CRYSA Board of Director Meetings.
- If there is a conflict involving the Director the problem will be referred to the Executive of CRYSA. The Director will abide by the decision of the Executive.

## **Knowledge and Skills**

- Have a basic understanding of CRYSA's constitution and operations.
- Public relations and marketing experience.
- Ability to work independently
- Ability to establish and manage execution of plans
- Ability to follow through on goals/objectives
- Ability to manage and lead meetings

## **Commitment/ Expectations**

This position is very active in certain months. The time commitment could be 10-20 hours per month.

The Campbell River Youth Soccer Association is a non-profit, community-based organization run by volunteers, whose mission is to make soccer accessible, affordable, and fun to children of all age and competition levels.

June 15, 2020