

## **JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Sponsorship Co-ordinator
<b>RESPONSIBLE TO:</b>	President Wellington Group
<b>COORDINATES WITH:</b>	Other Group Management Team Members Corporate sponsors
<b>PURPOSE OF POSITION:</b>	Liaising with corporate sponsors in conjunction with other members
<b>ACCOUNTABLE FOR ACHIEVING THE FOLLOWING OBJECTIVES:</b>	<ol style="list-style-type: none"><li>1. Relationship building with existing corporate sponsors</li><li>2. Follow-up on other corporate sponsors</li><li>3. Arrange contracts to be signed</li></ol>
<b>TASKS:</b>	<ol style="list-style-type: none"><li>1. Seek out deals for the AAPNZ card and arrange for these to be loaded onto the website.</li><li>2. Attend monthly Group Management Team meetings</li><li>3. Co-ordinates a team to assist with contacting potential sponsors.</li></ol>
<b>PERSON SPECIFICATION:</b>	<ol style="list-style-type: none"><li>1. Eight hours per month.</li><li>2. Knowledge of AAPNZ and selling this to corporate sponsors.</li></ol>