

Sponsorship Coordinator (Appointed Position)

Person is appointed into this position by the current voting board members.

Major Role: Your role is accountable to drive the association's sponsorship membership, increase sponsorships year over year and adhere to and complete the sponsorship agreements information and agreements. As an appointed position by the BBLHYHA Board of Directors, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association's board. You are required to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

Responsibilities:

- Drive sponsorships at all levels
- Increase funds year over year from sponsorships
- Fulfill the sponsorship agreement obligations for each sponsor
- Continually seek out and communicate to potential sponsors within the communities
- Ensure all proper recognitions are provided to sponsors based on sponsorship levels
- Communicate with the high school hockey club and the ICE association to ensure proper engagements with local business's

Functional Areas

Key Competencies:

- Interpersonal skills, ability to collaborate and interact with many people
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self motivated and takes initiative
- Base computer skills including email and word processing is required

Job Requirements:

- Contribute required time which may include weekends and evenings
- Required to attend association defined meetings when required
- May be required to drive to required locations, i.e. arenas, meetings, businesses, etc.
- Personal computer with word processing capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability at residence
- Must provide consistent and regular communications to designated board director

Time Needed for Position: This is a 24-month position that requires approximately 2+ hours monthly, based on the time of year and current level of activities. Requirements may jump to 4+ hours per week during peak activity times.