
Keilor Park Football Club Inc

Essendon District Football League
Stadium Drive, Keilor Park



Position Description

Membership Executive

Objectives

- To maximise the number of companies and people supporting the Club
- Ensure the relationship and commitments with sponsors, members and past players remains strong
- To ensure the relationship with past players is established and they forever feel part of Keilor Park Football Club
- To establish a range of membership options to keep past player and supporters engaged with the football community

Responsibilities

- Develop sponsorship packages to be offered by the Club to attract as broad a sponsorship base as possible.
- Co-ordinate sponsorship for all areas of the club through the sponsorship team
- Ensure all existing sponsors are contacted 3-5 months prior to the season commencement.
- Seek out new sponsors and revenue streams to supplement existing revenue streams.
- Ensure commitments to sponsors is upheld, including advertising, invites to events etc..
- Maintain strong relationships with all Club sponsors, members and past players.
- Develop membership packages be offered by the Club that provide value and acknowledgement back to our members.
- Ensure that all major events held are attractive and well supported by sponsors, members and past players.
- Ensure special match day services are provided to our members to make them feel extra welcomed and appreciated
- Report activities of the portfolio to the membership at the Annual General Meeting.

Relationships

- Reports to the President and Club Executive
- Supports all members.

Accountability

- The Membership Executive is accountable to the President and the Executive Committee.
- Provide a report on portfolio operations to the Committee meeting.
- Seek ratification from the appropriate executives prior to committing the Club to any financial expenditure

Description Review

The job description will be reviewed on an annual basis to ensure that it remains current and practical.