



## **Position Description**

### **Partnerships Coordinator**

Non-Executive Committee Position

#### **Key Responsibilities**

To develop and nurture strategic and financial partnerships that will support Skipping Australia achieve its objectives

#### **Specific Duties**

- Investigate and apply for grant and funding assistance programs that could support the achievement of Skipping Australia's strategic outcomes
- Develop sponsorship documentation to attract, secure and retain sponsors that align with Skipping Australia's values
- Communicate effectively with Skipping Australia's Exec regarding all financial partnership opportunities and challenges
- Maintain effective records of sponsorship, grant and funding assistance received
- Ensure agreed sponsor benefits are tracked and delivered
- Ensure grants are appropriately acquitted

#### **Desirable Attributes**

- be organised and professional
- have strong written communication skills
- be personable and able to appropriately represent the Association
- be creative in looking for mutually beneficial partnership

#### **Key Goals 2024 - 2025**

1. Develop a sponsorship proposal
2. Secure a major sponsor for the Australian Skipping Championships 2025
3. Secure a major sponsor for the Ropearoos travelling for the 2025 IJRU World Jump Rope Championships
4. Increase grant funding that supports Skipping Australia's objectives
5. Support Skipping Australia to re-establish a strategic partnership arrangement with the Heart Foundation