



# TORQUAY SURF LIFE SAVING CLUB INC.

ABN 95 834 027 136 A0002714R

All Correspondance to PO Box 193 Torquay 3228

Administration Ph. (03) 5261 4110 Fax Ph. (03) 5261 4209

Website [www.torquayslsc.com.au](http://www.torquayslsc.com.au) E-mail [info@torquayslsc.com.au](mailto:info@torquayslsc.com.au)

---

## Position Marketing Director

**Purpose:** The Marketing Director is responsible for developing and managing all sponsor and grant applications.

### Desirable Attributes:

#### Administration Skills

Well organised and good communicator

Dedication and loyalty

Goal oriented and self-motivated

Decision making and delegation

Management and supervision of other staff/volunteers

Proficient in social media – web page, face book page, team app. Etc

#### Personal Qualities

Lots of energy and enthusiasm

Initiative, tact, discretion and a genuine interest in people

Commitment and good listening skills

Good understanding and knowledge of the organization and its activities

Negotiation skills and networking

### Specific duties include but are not limited to:

- Responsible for the planning and production of a sponsorship packages / arrangements
- Actively seek and promote new club sponsors for both general and special events
- Service and maintain existing sponsorship arrangements
- Responsible for submitting a written account covering all conditions associated with each sponsorship gained to the Secretary once sponsorship agreement signed
- Ensure that all necessary sponsorship agreement conditions are complied with
- Responsible for the completion and submission of grant applications,
- Actively seeks opportunities to apply for grants along with other committee members and utilizes LSV Grant writing unit
- Ensures any donations received are documented and appropriately recognized
- Responsible for marketing and advertising all club events to which the public is invited or involved in
- Responsible for raising the profile of TSLSC in the community
- Responsible for internal and external communications systems
- Submit an annual report on area of management to secretary prior to the AGM.