



Position Description – Partnership Director

Melbourne University Futsal Club

1. Position Title

Partnership Director

2. Objective

To secure, manage, and maintain sponsorships and fundraising initiatives that provide financial and in-kind support to the club. The Partnership Director ensures Sponsors receive value for their investment and that partnerships contribute positively to the club's sustainability and growth.

The Partnership Director will further developing new Club initiatives for fundraising outside of sponsorships. This includes plans for events, merchandise, online campaigns and philanthropy.

3. Responsibilities

- Identify potential sponsors within the local community and broader networks.
- Develop sponsorship proposals tailored to the partner.
- Negotiate agreements in line with Club Policies and Procedures.
- Maintain strong, professional relationships with existing sponsors
- Ensure sponsors receive agreed benefits and act as the point of contact for partner queries.
- Coordinate sponsor visibility across club platforms
- Ensure sponsors are acknowledged at events and presentations.
- Assist the committee in developing long-term partnership and fundraising strategies
- Explore innovative opportunities for partnerships
- Organise fundraising events such as trivia nights, BBQs and food sales, merchandise sales, raffles etc.
- Apply for and manage the procedure for external grants and fund applications.
- Engage Club Alumni and members for Anniversary events and encourage Club giving (financial, in-kind, volunteering and mentoring) to support future student experience in accordance with Policy.

4. Relationships

- Work with the Marketing Director to meet the communication and visibility agreements outlined.



- Liaise with the President for key partners where required (due to significance or logistically involved agreements).
- Maintain strong relationships directly with existing partners and future partners.
- Connects with Club Members to support Club visibility and value-add opportunities for partners.

5. Accountability

- The Partnership Director reports to the Club Treasurer, ensuring transparency and accountability with Club funds in accordance with Club Policy.
- The Partnership Director is accountable to partners in accordance with any agreements made.

6. Skill

6.1. Essential Skills

- Persuasive, clear, and professional in written and verbal communication.
- Approachable and skilled at networking with businesses and community leaders
- Able to manage multiple sponsorship agreements and deadlines.
- Understands how to promote sponsors effectively through Club channels
- Reliable and consistent delivery of commitments
- Collaborative in working across multiple teams
- Enthusiasm and Passion for Melbourne University Futsal Club.

6.2. Desirable Skills

- Previous experience in sales, marketing, or fundraising
- Established local business or community connections
- Creativity in developing sponsorship packages and promotional opportunities.