



2.1.5. Business and Partnership Co-Ordinator

ABOUT THE ROLE

The Holland Park Hawks Football Club is committed to reducing the membership fees across all levels of the club. A significant part of football club revenue is in the form of business arrangements.

This may be via an up-front sponsorship payment or via involvement in our Hawks FC Supporters' Club which offers members additional benefits but does not necessarily bring in revenue to the club up-front. The Business Partnership Co-Ordinator will work with current business partners, seek new business partners and look to expand our connection with businesses in our local area. The role reports to the club's Executive Committee.

The main responsibilities include:

- Meet and communicate with current Holland Park Hawks FC business partners to ensure their needs are being met and that both parties are fulfilling their part of the business partnership agreement. This includes arranging senior game 'business partner nights', attendance at club functions and other events as required.
- Seeking new business partners that align with the club's culture to sponsor the club or be part of our Member Supporters' Club.
- Discussing possible sponsor/partner offers with businesses.
- Being the main contact for all business requests and communication with the club
- Issuing invoices, agreements, and documents.
- Organising artwork/signage as needed with business partners for fence signs and/or social media campaigns.
- Liaising with the Executive Committee and other Hawks' staff to ensure we use social media and other club communications to provide the best outcome for both parties.
- Proposing new business partner/sponsor ideas to the Executive Committee for approval.
- Provide updates to the Executive Committee either in person, or in writing, on a quarterly basis.
- Attend various functions as required as the club's main business contact.