



Manitoba Rodeo Cowboys Association

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Sponsorship Coordinator Job Description

The Sponsorship Coordinator is responsible for overseeing the sponsorship of the Manitoba Rodeo Cowboys Association season and finals.

Responsible to:

The Sponsorship Coordinator is directly responsible to the Board of Directors of Manitoba Rodeo Cowboys Association and the members of the MRCA.

The Sponsorship Coordinator may Chair the Sponsorship Committee

Responsibilities and Duties:

- Develop sponsorship plan
- Identify potential source of funds e.g. sponsorship, grants, etc.
- Write applicable grant application or sponsorship proposal
- Track sponsorship income, ensure invoiced, work with MRCA Office Administrator to ensure paid
- Ensure funds are being used for designated purposes by liaising with Finals Prize Committee and Executive
- Ensure sponsorship agreements and recognition are correctly implemented
- Maintain relationships with donors, grant agencies and sponsors
- Further develop sponsorship leads
- Submit regular reports to the Board of Directors/Executive at designated dates provided by the Board of Directors/Executive
- Be in attendance at the Manitoba Finals Rodeo to ensure sponsors are looked after at the event, participate in any related events that relate to sponsors, donors, etc.

Work in coordination with:

Finals Prize committee – discuss in kind and prize options as part of sponsorship

Media/Advertising Committee – ensure info and contact of sponsors is relayed as part of proper sponsorship commitments in advertising and recognition.

Time Commitment Required:

The estimated time commitment required is from Dec 1, 2018 to Nov 1, 2019, average of 10 hours/month. It is understood some months may be busier than other and, in some months, as many volunteer hours would be expected.