

YELLOWKNIFE MINOR HOCKEY ASSOCIATION

POSITION DESCRIPTION

Approved: 04 March 2008

POSITION: Director, Sponsorship and Fundraising

REPORTING TO: President

AUTHORITY: As determined by a decision of the Executive Committee.

RESPONSIBLE FOR: Enhancing the level of financial and in-kind support for the Association

DUTIES:

- Serving as a member of the Executive Committee;
- Overseeing the sponsorship and fundraising efforts of the Association;
- Overseeing the annual Association fundraising lottery;
- Ensuring that all sponsorship and fundraising efforts are consistent with Association policies and procedures;
- Ensuring that all Association sponsorship and fundraising activities conform to the relevant City of Yellowknife and GNWT legislative and policy requirements;
- Ensuring that all sponsors are given due recognition for their contributions.

DESIREABLE SKILLS:

- Commitment to the Association Vision, Mission, and Values
- Ability to meet personal commitments and agreed-upon deadlines.
- Fund raising abilities
- Good negotiation and inter-personal skills

TIME COMMITMENT:

- Approximately three hours per week during the hockey season.
- Approximately one hour per week during the rest of the year.

