



Position Description

Position Title	Sponsorship and Grants Officer
Position Reporting To	CEO
Employment Status	0.6 FTE, contract, some weekends and evenings
Location	Primarily, Bowls SA Head Office, with travel to other locations required from time to time.
Date	January 2024

Context

Bowls SA is the governing body of the sport of Lawn Bowls in South Australia and is one of the largest not-for-profit organisations in the State. Bowls is a sport for all ages and abilities, from social to elite levels. In South Australia, there are 212 bowls clubs serving over 20,000 players a year across all regions of the state. Bowls clubs play important roles in the community, providing places to not only play bowls, but to connect and socialise. We provide support to clubs, run competitions, events while working to protect and preserve the game. Our values are: Care, Accountability, Respect, Excellence.

The Role

The Sponsorship & Grants Officer will provide leadership and direction in the areas of sponsorship, grants and corporate events. A focus of the role will be servicing existing sponsors, securing new partners, sponsors and commercial revenues for the organisation as well as implementing and managing new commercial opportunities as they arise. Identify, research and oversee the seeking of relevant grants for Bowls SA and Member Clubs.

Key Responsibilities

- Increase sponsorship and commercial funding through actively seeking sponsorships and commercial opportunities to improve Bowls SA's financial position.
- Assist in the management of existing sponsors, ensuring partnerships are developed and maintained and all deliverables are achieved.
- To effectively communicate with a wide range of stakeholders including government departments and local government regarding funding opportunities.
- To develop and implement an internal sponsors, partners and government department's communications plan.
- Communicate details of sponsors, partners to the membership
- Communicate details of grants funding available to Member Clubs.
- Liaise with Member Clubs to confirm their applications for funding.

Stakeholder Relations

- Build and manage relationships per the Stakeholder Relationship Plan

Reporting and compliance

- Assist to develop, monitor and review yearly budgets.

<ul style="list-style-type: none"> • Contribute to Bowls SA's Strategic Plan. • Prepare reports for the acquittal of any grant funding. • Prepare reports as required by the Chief Executive Officer and Board
<p>Knowledge Management</p> <ul style="list-style-type: none"> • Adhere to Bowls SA Knowledge Management Policy, the aim of which is to ensure consistent service delivery
<p>Work, Health & Safety</p> <ul style="list-style-type: none"> • Be familiar with and comply with all requirements under the WH&S Policy. • Ensure that any known accidents or breaches of the WH&S Policy and Act are dealt with promptly and accurate reports are completed and referred to Bowls SA management and the appropriate authorities as required.
<p>Working Nationally</p> <ul style="list-style-type: none"> • Develop, maintain and monitor the relationships with sponsors and partners. • Where relevant, work with interstate and national colleagues to share resources and ideas
<p>Other Duties</p> <ul style="list-style-type: none"> • Attend to telephone calls and personal visitors seeking specific information in relation to areas of responsibility • Contribute to staff meetings • Undertake any other duties as required from time to time.
<p>Key Relationships</p> <ul style="list-style-type: none"> • Sponsors and Partners • Bowls SA Staff • Bowls SA Committees • Bowls SA Club Administrator and Members • Event Host Clubs • Bowls Australia

Competencies Required The competencies below are an overview of the traits and behaviours required to be successful in the position:	
Competency Area	Typical behaviours
Planning and Organisational Skills	<ul style="list-style-type: none"> • Outstanding attention to detail • Well organised and deadline driven • Ability to effectively multi-task and manage competing priorities • Excellent time management skills • Ability to work independently or as part of a team • Excellent work ethic
Administration	<ul style="list-style-type: none"> • Ability to work with a diverse group of people • Execution of high quality office administration procedures • Ability to document and follow procedures
Communication Skills	<ul style="list-style-type: none"> • Excellent written and verbal communication skills

	<ul style="list-style-type: none"> • Proofreading and editing skills • Effective interpersonal relationships with others • Recognise and can represent the viewpoints of multiple stakeholders • Proactively shares information with stakeholders and affected parties • Politically astute
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Skills, Attributes and Experience
 The skills and experiences outlined below are required to be considered for the position:

- Demonstrated experience in an end-to-end sponsorship role
- Proven record of achieving sponsorship sales targets
- Maintaining high relationships with existing sponsors
- Exceptional organisational and time management skills with the ability to multi-task
- Excellent written and verbal communication skills
- Ability to work independently and autonomously with a sense of drive and motivation
- Commitment and passion for providing excellent customer service
- Ability to prioritise daily tasks
- Ability for forward planning and following timelines
- Solutions focussed thinking
- A high level of knowledge of the Microsoft Package software – Excel, Word, PowerPoint, etc
- Experience with Zoom and Teams
- Uphold a strict level of confidentiality
- An understanding of sports administration and experience in dealing with volunteers will also be an advantage.

Other Requirements

- Associate with the behaviors aligned to Bowls SA Values
- Must be prepared to work on some weekends and travel intrastate and interstate may be required from time to time
- Drivers Licence and own vehicle

Updated: March 2025
Date for review: in line with annual performance reviews

Approval: _____

The list of responsibilities herein is not intended to be all-inclusive and may include additional responsibilities as required and assigned. It may become necessary to modify/change the Position Description from time to time. Please sign as understanding and acceptance of the Position Description.

Employee Signed: _____ Date: _____

CEO Signed: _____ Date: _____