



## **SPONSORSHIP COORDINATOR**

Beef Australia Limited stages a major international Beef Exposition in Rockhampton every three years. The 11<sup>th</sup> Expo will be held May 6-12, 2018.

Beef Australia is seeking an experienced professional for the challenging and exciting role of Sponsorship Coordinator.

The Sponsorship Coordinator is responsible for developing, implementing and managing Beef Australia's sponsorship program while ensuring that the strategic initiatives and business objectives of Beef Australia and its stakeholders and sponsors are successfully achieved.

### **Key Responsibilities:**

- Achieve set sponsorship targets in accordance with Beef Australia 2018's sponsorship and revenue requirements.
- Develop Beef Australia 2018's brand through leveraging of partnerships.
- Develop new sponsorship opportunities.
- Build and foster relationships with existing and potential stakeholders and sponsors.
- Provide first point of contact for planning and implementing sponsor activities.
- Write and present sponsorship proposals in conjunction with the CEO.
- Ensure that all agreed sponsorship benefits are delivered by Beef Australia 2018 to its sponsors in a timely manner and that sponsorship payments are received as agreed.
- Work with the Operations Manager and the Marketing & Communications Coordinator to maximise exposure for both sponsors and Beef Australia 2018.
- Oversee the coordination of ticketing & entertainment for Beef Australia 2018.

**Key Criteria:**

- Tertiary qualifications, preferably in marketing, commerce or business or demonstrated equivalent experience, knowledge and skills.
- Two years experience in major event planning & delivery and/or sponsorship servicing and marketing.
- Strong negotiating skills.
- Ability to change priorities and remain productive in a fast-paced work environment.
- Good analytical skills with an ability to identify and solve problems.
- Advanced Microsoft Office skills particularly Word and Excel.
- Exceptional communication skills.
- Ability to work autonomously and within a team as required.
- Meticulous attention to detail.
- Ability to Work Within Beef Australia Budget and Financial Frameworks.
- Flexibility and commitment required to deliver a Major Event.
- Well presented with a professional manner.
- Honesty and Integrity.
- Positive pro-active customer service attitude.

An attractive package will be offered to the successful candidate.

Note this is a fixed term contract with a start date of Monday, January 16, 2017 and concluding on June 29, 2018.

A Position Description is available upon request.

Applications close: Friday, November 18, 2016.

Email applications to [denis@beefaustralia.com.au](mailto:denis@beefaustralia.com.au) or post to Chief Executive, Beef Australia PO Box 199, Rockhampton QLD 4700.