

## **Sponsorship and Gaming Officer - Job Description**

The Sponsorship and Gaming Officer oversees the ancillary revenue-generating activities including casinos, bingos and sponsorship for the Calgary Patriots Swim Club (the "Club").

### **Responsible To**

The Sponsorship and Gaming Officer reports directly to the President of the Club and its Members.

### **Responsibilities and Duties**

The Sponsorship and Gaming Officer responsibilities include, but are not limited to:

- Develop principles around sponsorship;
- Develop and nurture the donor relationships;
- Develop and propose contracts for approval with the Board of Directors (the "Board");
- Audit and act as team sponsor for awarded team contracts;
- Coordinate the gaming licenses (bingo and casino) and the scheduling and running of these events;
- Attend in person or participate online in the AGLC's "Gaming Information for Charitable Groups" (this is mandatory, see link below)  
<https://aglc.ca/gaming/charitable-gaming/information-sessions-charities-gain>
- Work together with Communications member in relation to sponsorship and advertising;
- Any other duties as may reasonably be assigned by the Board.

### **Knowledge and Skills Required**

- Effective communication and strong interpersonal skills;
- Positive and enthusiastic;
- Well organised;
- Willingness to attend an educational seminar ("GAIN" course) to be educated about the procedures and requirements of gaming licences; and
- Experience in fundraising would be an asset.

### **Estimated Time Commitment Required**

The estimated time commitment required is 1.5 hours per week.

The Sponsorship and Gaming Officer is appointed for a two-year term but may be elected for additional consecutive terms.

### **Evaluation**

Self and by the Board annually.

*The Calgary Patriots is a competitive swim club dedicated to the overall development of individuals to their maximum potential.*