



# GADESIDE RANGERS FOOTBALL CLUB

Est – 1973

Affiliated to:

The Football Association  
Hertfordshire Football Association,  
Watford Friendly League,  
Olympian League

[www.gadeside.co.uk](http://www.gadeside.co.uk)  
[www.gadesideseniors.co.uk](http://www.gadesideseniors.co.uk)

## **Business Manager**

### **Job Purpose**

- Promote the club to its players, parents and the local community along with local businesses.
- Seek funding and sponsorship opportunities to support Gadeside Rangers future.
- Ensure that Gadeside Rangers identifies and responds to all marketing opportunities.

### **Job Functions and Responsibilities**

- Liaise and support Gadeside Rangers managers through the exchange and sharing of information regarding sponsorship on a weekly or monthly basis.
- Provide administrative support to Gadeside Rangers core committee, with the production of, expressions of interest, funding proposals and reports.
- Maintain and update the Gadeside Rangers FC sponsorship data in Microsoft Excel which includes registering new sponsorship contacts onto the spreadsheet. Then distribute it to all the core committee ensuring all members are kept up to date.
- Responsible for planning and prioritisation of fundraising to meet the demands of Gadeside Rangers FC and its members.
- To submit a written fund raising plan with set targets with the core committee
- Checking websites and local companies for potential sponsorship opportunities, working with the core committee to obtain further information on such opportunities and logging potential sponsors to ensure that opportunities are exploited to their fullest.
- Assist the core committee with the production and update of promotional materials to promote the clubs best image i.e.; Newsletters (via email or post), Website, Flyers or Posters. Ensure the utmost quality and presentation of all promotional materials that represent Gadeside Rangers.
- Liaise with Vice Chairman concerning our association link to Westfield CTC in regards to pitches / Hall hire / Astro turf /sports hall

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