



Partnership Facilitator

Position Description

Dressage NZ Strategic Objectives

1. Financial sustainability is a key Dressage NZ strategic objective short, medium, and long term
2. Dressage NZ is very proud of the loyal sponsorship and community funding base achieved and maintained.
3. Sponsorship & community funding historically contributes more than \$100k annually to Dressage NZ events and series

Partnership Facilitator Primary Role Objectives:

Sponsorship and funding partnerships

Dressage NZ Health & Safety protocols and reporting

Area dressage group administration support relating to ESNZ & Dressage NZ policies

Volunteer

The Position:

A contracted 1.5 FTE (12 hours per week) position. It is acknowledged that some weeks will require fewer hours and others more during the duration of the contract to meet the target hours

Responsible To:	Dressage NZ Board
Reports To:	Dressage NZ Sport Manager
Relationships:	Dressage Sport Manager Dressage Event Manager Equestrian Sports NZ Area Dressage Groups Sponsors, Funders & Suppliers

Key Responsibilities

- To work with the Dressage NZ Board, in particular the Board Member for Marketing & Communication, the Dressage NZ Sport Manager, and Dressage NZ Event Manager to maximize sponsorship and funding opportunities for events, series and other programmes as per the annual plan and longer term projects as applicable to meet the Dressage NZ strategic objective of financial sustainability of events and supporting participation at all levels
- To nurture strong partnerships with area groups, volunteers, sponsors, and funders
- National Dressage NZ Health & Safety coordinator
- Undertake other sport administration tasks as requested by the Sport Manager
- Provide Annual Leave cover for the Dressage Sport Manager

Sponsorship

- Develop and manage a sponsorship strategy for Dressage NZ for Dressage NZ Board approval
- Prepare clear, comprehensive sponsorship proposals and agreements in a timely manner
- Manage sponsor and funder relationships in collaboration with the Sport Manager
- Maintain professional and regular contact with all sponsors as their first point of contact
- Identify and approach potential sponsors
- Document growth projections, internal success measures and targets for sponsorship renewal
- Maintain sponsor database
- Ensure sponsors are invited to Dressage NZ events where relevant.
- Ensure that sponsor renewal discussions are initiated in a timely fashion
- Ensure desired outcomes are achieved for sponsors
- Collaborate with the Sport Manager to ensure national series deliver on Dressage NZ agreed obligations to sponsors
- Collaborate with the Event Manager to ensure national events deliver on Dressage NZ agreed obligations to sponsors
- Ensure that all sponsors are treated with transparency, respect, and courtesy all times, are aware of their value to the sport, and are appreciated accordingly

Funding

- Research and identify potential community trust, corporate and private funders
- Collate required information for applications
- Prepare all relevant paperwork for applications and submit applications
- Act as key liaison with all funders
- Submit funding accountability documents in time frames required

Events

- Ensure sponsor/funder requirements are considered and met in the creation of all relevant event media such as advertising, programmes, digital content, websites, and social media activity
- Attend national events by to support delivery of sponsorship agreements
- Provide mentor support and advise the Event Manager

Health & Safety

Ensure comprehensive H&S documentation for is available for national and area events
Support and advise Area Groups on H&S matters as required
Monitor & provide H & S reporting to the Sport Manager & DNZ Board

Volunteers

Write and implement a volunteer program and succession plan
Source funding for volunteer support
Work with area groups to strengthen volunteer retention
Ensure that all volunteers are treated with transparency, respect, and courtesy all times, are aware of their value to the sport, and are appreciated accordingly
Identify opportunities for volunteer recognition

General Administration Tasks

- Maintain accurate records in accordance with all tasks
 - Assist administration of national series in conjunction with the Dressage NZ Sport Manager & Dressage NZ Series Co-Ordinator
 - Approve area event schedules
 - Support area groups with resource and information for events
 - Update Area Dropbox as required
 - Prepare reports for Dressage NZ Board
 - Prepare artwork for Dressage NZ Bulletin, Facebook, Website, and event/series logos
 - Maintain Dressage A to V resource manual documentation
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EVENTS

FEI Dressage World Challenge

Event Manager – attend event in this capacity

Arrange all operational and logistical aspects of the event including

- National officials
 - Volunteer
 - Service requirements
 - Health & Safety
 - Accommodation
 - Meals
 - Travel
 - Arena preparation
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Other

Some travel and after-hours activities associated with sponsor meetings and events

Administration and annual leave support to the Sport Manager