

Fundraising Coordinator
(Guidance for clubs to adapt for their own use)

The Fundraiser Coordinator is responsible for raising an agreed amount of money for the club using a number of fundraising mediums.

Responsibilities:

- Develop a fundraising strategy for raising money through sponsorship, ticket sales and grants.
- Organise event fundraising (charity balls, galas or sporting events).
- Liaise with the Bar Convener to ensure facilities are prepared for fundraising activities.
- Work with the Club Development Manager to ensure the club meets the criteria for grant applications.
- Manage budgets and reporting on fundraising performance to the club's Management Committee.
- Build and maintain profitable, long-term relationships with sponsors.
- Write proposals and complete grant applications.
- Manage existing grants by creating and maintaining records.
- Keeping up to date with potential new sources of income.
- Liaising with external agencies to access grant funding.
- Follow the code of conduct at all times and ensure that other members do the same.
- Act in accordance with the club's core documents and policies at all times, with particular reference to the aims and objectives of the club as detailed in the constitution.

Knowledge and skills required:

- Experience completing grant applications and proposal writing.
- Sales or marketing background.
- Financial understanding and able to report on targets and budgets.
- Events organising experience.
- Excellent communication skills, both written and spoken.
- Good presentation skills.
- Drive, tenacity and enthusiasm.
- Good organisational and budget management skills.

Estimated time commitment required

The estimated time commitment required as the Fundraiser Coordinator is _____ hours per week during the season and _____ hours per week during pre-season.