# Fundraising Coordinator

## Roles & Responsibilities

|  |  |
| --- | --- |
| Version:  | **1** |
| Adopted on: | Pending  |
| Last reviewed on: | Pending |
| **Next review date:** | Pending |

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

**RESPONSIBLE TO:** The Club Committee

**SKILLS REQUIRED**: Experience completing grant applications and proposal writing.

Events organising experience.

Excellent communication skills

Drive, tenacity and enthusiasm.

Good organisational and budget management skills.

**MAIN DUTIES:**

1. Develop a fundraising strategy for raising money through sponsorship, ticket sales and grants.
2. Organise event fundraising (charity balls, galas or sporting events).
3. Liaise with the facilities to ensure facilities are prepared for fundraising activities.
4. Manage budgets and reporting on fundraising performance to the Club Committee.
5. Build and maintain profitable, long-term relationships with sponsors.
6. Write proposals and complete grant applications.
7. Keeping up to date with potential new sources of income.
8. Liaising with external agencies to access grant funding.
9. Follow the code of conduct at all times and ensure that other members do the same.
10. 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.

Estimated time commitment required \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURES:**

Chairperson …………………………………………………………………...

Date …………………………………………………………………...

Secretary …………………………………………………………………...

Date …………………………………………………………………...