

POSITION DESCRIPTION

Fundraising Coordinator



Objectives

- To maximise the revenue from fundraising initiatives.
- To provide support to the executive and non-executive committee members to ensure the efficient management of club fundraising activities.

Responsibilities

- Develop a proposal for ratification by the executive committee for fundraising initiatives.
- Organise one person to manage each fundraising initiative.
- Coordinate all fundraising for all areas of the club.
- Formulate an annual fundraising budget and set targets as part of the annual financial planning process.
- Ensure the schedule of fundraising activities are well placed for maximum success in the club calendar.
- Develop a budget around each fundraising activity.
- Organise a fundraising activity out of season.
- Ensure that all fundraising events held are well promoted.
- Ensure that all fundraising events return the highest possible financial benefit to the club, whilst giving special consideration to charity and local fundraising events.
- Undertake tasks at the request of the president, executive or general committee.

Relationships

- Reports to the Treasurer.
- Liaises with managers of communication, membership and sponsorship.
- Liaises with sports manager.

Accountability

- The fundraising coordinator is accountable to the executive of revenue streams and executive committee.
- Provide a report on any aspect of it's portfolio to the committee when requested.
- The fundraising coordinator shall seek approval from the committee of all fundraising activities.
- Seek approval from the appropriate committee member prior to committing the club to any financial expenditure or action.