

# **FUNDRAISING COORDINATOR**

The Fundraising Coordinator is responsible for organising all the fundraising for the year/season such as game day meat tray raffles, Women in League, Men in League, cake stalls etc.

## **Responsible to**

The Fundraising coordinator works in conjunction with the Event Coordinator and is directly responsible to the President and members of the club.

## **Responsibilities and Duties**

The Fundraising Coordinator should:

- Plan and coordinate fundraising for the season
- Organise home game meat tray raffles for each team
- Source donations for fundraising
- Work with the Events Coordinator to identify and organise major fundraising events e.g. Movie Night, Trivia Night, Women In League day etc
- Work with the Treasurer to develop a fundraising budget
- Be responsible for counting and recording the fundraising takings with one other person
- Deposit fundraising profits as soon as possible into the nominated bank account
- Maintain accurate records of fundraising including individual teams fundraising profits
- Report on fundraising at the Monthly General Meeting
- Arrange certificates of appreciation and thank you notes for donations

## **Knowledge and Skills Required**

Ideally the Fundraising Coordinator is someone who:

- Has an interest fundraising to improve the financial position of the club
- Can communicate effectively and has good interpersonal skills
- Has personal attributes that include being positive, enthusiastic and creative
- Is well organised and has the ability to delegate tasks (when required) e.g. individual team meat tray raffles, sourcing donations
- Has the ability to motivate other to help with fundraising activities

## **Time Commitment Required**

The estimated time commitment required as the Fundraising Coordinator is 10 hours per week.

The Fundraising Coordinator is appointed for a 12 month period.