**Example Role Description – Fundraising Co-ordinator**

*Note – this template is provided as a sample to guide thinking and/or be tailored to reflect the specific needs and environment of your club*

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| **Role: Fundraising Co-ordinator** |
| **Purpose** | Develop a fundraising strategy for your Club in accordance with budget projections. This may include sponsorship activities and completing funding and sponsorship proposals.  |
| **Core responsibilities** | * Determine what purpose the funds are being raised for
* Develop a fundraising plan
* Identify potential source of funds e.g. sponsorship, grants etc
* Discuss the completion of any funding application form with the relevant people in the Club who are knowledgeable in the area the funds are being used for
* Write the grant application or sponsorship proposal
* Ensure the acquired funds are being used for the designated purpose
* Maintain relationships with donors, grant agencies and sponsors
* Submit regular reports to the club/group committee
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| **Desired knowledge and skills** | * Well organised and strong attention to detail
* Effective communicator
* Understanding of funding and sponsorship opportunities
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| **Estimated time commitment** | * The estimated time commitment required of the Fundraising Co-ordinator is app. [hours] per week/month
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