**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 |
| **Desired knowledge and skills** | * Well organised and strong attention to detail * Effective communicator * Understanding of funding and sponsorship opportunities |
| **Estimated time commitment** | * The estimated time commitment required of the Fundraising Co-ordinator is app. [hours] per week/month |