



Position Description

Fundraising Coordinator

Overview

The Fundraising Coordinator oversees the Club's fundraising strategy. A Club often requires additional funds, especially if it is saving up for a specific item, or to assist players raise funds to assist with registration costs. The role can often span from organizing fun, social events, to organizing sales and distribution of fundraising items.

Responsibilities

1. Research and develop fundraising opportunities, including events and detailed campaigns.
2. Review the fundraising activities from previous seasons and then determine the proposed social activities for the upcoming season.
3. Liaise with the GMs and Board to ensure the proposed fundraising activities for the upcoming year reflect the current opinions and preferences of Club members and supporters.
4. Work with the Treasurer to accurately set fundraising targets which will be reflected in the Club's budget.
5. Provide the Board with the recommendations for the proposed social activities for the coming year (this should include budgets identifying the proposed revenue, risk and costs for each activity).
6. Work with the social media coordinator to have social media posts created that promote Club fundraising activities.
7. Be the primary point of contact for all fundraising activity enquiries.
8. Ensure the collection and reconciliation of fundraising activity revenues with the Treasurer.
9. Be the initial point of contact for any issues or complaints arising from fundraising activities.

Essential Skills and requirements

- Strong relationships within the Club which allow the formulation of different teams working together on each fundraising activity.
- Well organized, detailed and strong delegating skills.
- Well informed of all organization activities.

The estimated time commitment required as the Fundraising Coordinator is 1- 3 hours per week.

Note: This is a volunteer position