

Appendix 3 (h)



Affiliated Club

JOB DESCRIPTION: FUND RAISING OFFICER

JOB TITLE: Fund Raising Officer

PURPOSE: The fundraising officer provides a central point of contact for fundraising queries and takes the lead on developing opportunities for accessing grants and funding

RESPONSIBLE TO: Management Committee (Chairman, Secretary, Treasurer, Head Coach).

SKILLS REQUIRED:

- Enthusiastic with a good knowledge of the clubs' interests and activities
- Good organisational skills and preferably experience in fundraising activities.
- Good communicator with good verbal, written and IT skills.

MAIN DUTIES:

- 1) To identify target sources of funding in line with the club development plan
- 2) To prepare and organise fund raising events throughout the year.
- 3) To establish and develop effective working relationships with key local funding providers.
- 4) To promote and publicise any funding secured for the club through the club newsletters, website, and notice boards.
- 5) To deliver monthly reports to the committee on events organised
- 6) To pass all funds raised to treasurer.

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____