

## **Fundraising Coordinator – Job Description**

### **Fundraising Officer**

#### **Responsible To**

The Fundraising Officer is responsible for the coordination of fundraising events and initiatives for the (Club). The Fundraising Officer is directly responsible to the President and members of (Club).

#### **Tasks**

The Fundraising Officer should:

- Develop a fundraising action plan
- Identify and suggest fundraising opportunities;
- In conjunction with the Treasurer keep records relating to fundraising monies;
- Provide monthly updates to the committee regarding fundraising duties and events.

#### **Benefits**

Being the Fundraising Officer of the (Club) is an opportunity to contribute to the overall development of the Club. The (Club) committee is a friendly, dedicated team who welcomes new members.

- 100% of expenses reimbursed (e.g. administration and training) related to the role of Fundraising Officer.
- Access to training and development workshops and seminars.
- Opportunity to work in a positive and encouraging environment.
- Discounted Club fees

#### **Knowledge and Skills Required**

Ideally a Fundraising Officer is someone who:

- Can communicate effectively and has good interpersonal skills.
- Is well informed of all organisation activities.
- Is aware of the future directions and plans of members.
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.
- Is positive and enthusiastic.
- Be a member of the (Club) and abide by its policies.
- Knowledge of the (Club) operations, rules and policies.
- Access to internet, email, web, MS Word, MS Excel or equivalent/compatible

#### **Appointment terms and Time Commitment Required**

- The Fundraising Officer is appointed for a term of 12 months.
- The estimated time commitment required as the Fundraising Officer of the (Club) is "X" hours per week.
- Attendance at monthly Committee Meetings (approx "X" hours in length).