



**JOB TITLE:** Fundraising Coordinator

**RESPONSIBLE TO:** Club Committee and the members of the club

**SKILLS REQUIRED:**

- Can communicate effectively
- Enthusiasm
- Is well organised
- Is good at delegation
- Prepared to make a regular time commitment
- Confident
- Innovative
- Good written and spoken communication

**MAIN DUTIES:**

- 1) The Fundraising Coordinator is responsible for developing a fundraising strategy for the club and implementing the strategy to raise funds that will support club activities.
- 2) To co-ordinate fund raising events on a regular basis
- 3) Apply for grants or other forms of financial assistance from organisations such as
- 4) **sportscotland**, Local Authorities, Scotland Against Drugs etc
- 5) To secure sponsorship deals from the private sector
- 6) To ensure events are properly licensed with Local Authorities etc
- 7) To promote fund raising events in the local press with the help of the Publicity
- 8) Officer
- 9) Ensure funds are properly accounted for and information is passed to the
- 10) Treasurer
- 11) Sale of lottery tickets, raffles etc on a regular basis
- 12) Development of a fundraising strategy

**SIGNATURES:**

**Fundraising Coordinaor** .....

**Date** .....

  

**Chair Person** .....

**Date** .....