

## **Role Descriptor: Fundraising Officer**

A fundraising officer oversees a club's fundraising strategy. A club often requires additional funds, especially if it is saving up for a new project or setting up a new team or a junior section. The role often spans organising fun, social events to completing grant application forms to negotiating sponsorship deals with local businesses.

### **What you'll get out of it:**

- Sense of self achievement, fulfilment and giving back
- A key role within your community
- Meeting lots of people from different backgrounds
- A chance to develop skills
- Potential career development / improved employability
- Potential of new training and qualifications

### **Who will I be responsible to?**

- Treasurer

### **Who will I be responsible for?**

- Junior organisers (if involved in fundraising efforts)

### **Ideally, you'll need to be:**

- Confident and approachable
- Enthusiastic with a good knowledge of the club's activities
- A strong communicator
- Persuasive
- Well organised and able to arrange events and other activities
- Experienced in computer skills
- Interested in or experienced in generating additional income

### **What you will do:**

- Identify sources of funding in association with the club's development plan
- Talk to / build a relationship with local businesses and funding providers
- Develop sponsorship proposals
- Organise innovative fundraising activities to generate income
- Explore grant opportunities and complete application forms, together with members of the Club Committee including the Chairperson
- Liaise with Marketing Officer to ensure that any news of grants, sponsorship or fundraising efforts are well publicised

### **How much time will it take?**

- Approximately two hours a week, though there will be times where nothing will be required of you while other weeks would require much more commitment (eg, in the weeks leading up to a fundraising event).

### **For further information, contact:**

*(Insert contact details here of Chairperson or Secretary)*