



<b>Job Title</b>	<b>Fundraising Coordinator (and Sponsorship)</b>	
<b>Accountability</b>	<ul style="list-style-type: none"> <li>• President/Vice President</li> <li>• Executive Committee Members</li> </ul>	<ul style="list-style-type: none"> <li>• Hours up to 15+hours per week</li> </ul>
<b>GENERAL DESCRIPTION - OBJECTIVES</b>		
<ul style="list-style-type: none"> <li>• Source Sponsorship options for weekly awards prior to the commencement of the season.</li> <li>• Organise and facilitate fundraising initiatives throughout the season.</li> <li>• To promote and market the club in a positive light at all times.</li> </ul>		
<b>RESPONSIBILITIES</b>		
<ul style="list-style-type: none"> <li>• Assist with attracting and securing sponsorship and donations for the Club.</li> <li>• Organise and coordinate annual fundraisers (i.e. Cadbury Chocolate fundraiser).</li> <li>• Assist on registration day .</li> <li>• Coordinator and assist at all fundraising initiatives of the club.</li> <li>• Coordinate any roster requirements/club volunteers as stipulated by the Association.</li> <li>• Provide a Fundraising report to the Secretary each month for the monthly committee meeting.</li> <li>• Attend monthly committee meetings.</li> <li>• Coordinate rosters as required and directed by the Association.</li> <li>• Write letters for prospective sponsors and for donations.</li> <li>• Monitor a Club email (quinnsnetballclub@yahoo.com.au).</li> </ul>		
<b>QUALIFICATIONS - ACCREDITATIONS</b>		
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Have a willingness to help out in all general running of the Club.</li> <li>• Communication, organisational, interpersonal and computer skills.</li> <li>• An ability to allocate regular time periods (weekly) to source sponsorship and donations.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• A basic understanding of the running of the Club.</li> <li>• A basic understanding of the Club policies, Constitution, Code of Conduct and any by-laws</li> </ul>
<b>RELATIONSHIPS</b>		
<ul style="list-style-type: none"> <li>• Liaise with all members of the Club</li> <li>• Liaise with the Club Executive Committee and General Committee</li> <li>• Liaise with possible suppliers, sponsorship options and similar.</li> </ul>		
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