

MAITLAND CITY SOFTBALL CLUB INC

JOB DESCRIPTION FORM

FUNDRAISING COORDINATOR

The Fundraising Coordinator is responsible for planning and implementing fundraising activities on behalf of the Maitland City Softball Club Inc.

Responsible to:

The Fundraising Coordinator is directly responsible to the Sponsorship Coordinator and the members of Maitland City Softball Club Inc.

Responsibilities and Duties:

The Fundraising Coordinator should:

- Investigate fundraising activities for presentation to the committee for their perusal
- Prepare (or liaise with the Director of Finance) a fundraising budget to include costs of proposed activities as to proposed income
- Plan and implement a minimum of 2 fundraising activities per annum (Chocolate Drive, Bunnings BBQs, Trivia Night etc)
- Arrange (in conjunction with the Director of Finance) any licenses, permits or public liability insurance policies that may be required to run fundraising activities
- Prepare rosters for staff (volunteers) at fundraising events
- Communicate and promote all fundraising activities to Club members via email and/or Facebook page (liaise with Publicity Officer)
- Promote our Club's Mission, Purpose and Values

Knowledge and Skills Required:

Ideally the Fundraising Coordinator is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Has basic budgeting and financial skills
- Is able to plan the logistics of fundraising activities