

# BLIGH PARK FOOTBALL CLUB



## **Position Description: Fundraising Officer**

### ***Overview***

The Fundraising Officer is responsible for:

- Overseeing the Club's fundraising strategy - the Club often requires additional funds, especially if it is saving up for a specific item. The role can often span from organising fun, social events, to requesting donations or deals with local businesses.
- Being the primary point of contact for all fundraising enquiries.

### ***Responsibilities***

#### **Prior, during and post season**

1. Research and develop fundraising opportunities, including events and detailed campaigns.
2. Review the social activities from previous seasons and then determine the social activities for the upcoming season.
3. Liaise with the President and Committee to ensure the proposed social activities for the upcoming year reflect the current opinions and preferences of Club members and supporters.
4. Work with the Treasurer to accurately set social activities fundraising targets which will be reflected in the Club's budget.
5. Provide the Committee with the recommendations for the proposed social activities for the coming year (this should include budgets identifying the proposed revenue and costs for each activity).
6. Contact and build relationships with prospective sponsors and suppliers.
7. Create the marketing information for each social activity which can be provided to Club participants to assist in the promotion of Club social activities.
8. Ideally your Club will be able to generate social activities revenue directly from the Club website (e.g. sell tickets to events via the website).
9. Have social media posts created that promote Club social activities.
10. Be the primary point of contact for all social activity enquiries.
11. Ensure the collection and reconciliation of social activity revenues with the Treasurer.
12. Be the initial point of contact for any issues or complaints arising from fundraising activities.
13. Be present at each fundraising event to coordinate and run the day.

## ***End of year hand over***

### **Updating key documents**

At the end of each year a key activity of the Fundraising Officer will be to review and revise their position description to ensure it continues to reflect the requirements of the role.

Ideally the Fundraising Officer should review the Club's sponsorship plans for the following season and make recommendations to the Committee for any changes they suggest for next season.

The updated Position Description and supporting information must be provided to the Secretary prior to the Annual General Meeting each year.

### **Induction of the incoming Fundraising Officer**

An important responsibility of the outgoing Fundraising Officer is to train, mentor and support the incoming Fundraising Officer.

## ***Essential Skills and requirements***

- Hold or willing to apply for a current volunteer Working With Children Check.
- Strong relationships within the Club which allow the formulation of different teams working together on each social activity.
- Well organised, strong delegating skills.
- Well informed of all organisation activities.

The estimated time commitment required as the Fundraising Officer is **1 hour** per week, however, this may increase at times when fundraising events are taking place.

*Please ensure that when completing your role, you only undertake tasks outlined in your position description to avoid any confusion or doubling up in workload. If you have idle time, please feel free to offer your support and assistance to other committee members as required.*

*Updated: July 2023*