**Position Description**

**Fundraising Coordinator**

This position description has been provided as a general position description only. Please edit this position description to ensure it reflects the needs of your Club and is consistent with any requirements set out in your Club’s rules.

Please delete this message prior to releasing the Position Description.

**Overview**

The Fundraising Coordinator oversees the Club’s fundraising strategy. A Club often requires additional funds, especially if it is saving up for a specific item, such as a facilities project or setting up a new team. The role can often span from organising fun, social events, to completing grant application forms, to negotiating sponsorship deals with local businesses (if there is not a Sponsorship Coordinator in place).

**Responsibilities**

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 Club 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. Updated the Club website to reflect the social activities for the year.
9. 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).
10. Have social media posts created that promote Club social activities.
11. Be the primary point of contact for all social activity enquiries.
12. Ensure the collection and reconciliation of social activity revenues with the Treasurer.
13. Be the initial point of contact for any issues or complaints arising from fundraising activities.

**End of year hand over**

**Updating key documents**

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

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 Coordinator**

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

**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 Coordinator is 1- 3 hours per week.

**Disclaimer**

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