



# **JOB DESCRIPTION**

## **Fundraising Coordinator**

This person is responsible for developing a fundraising strategy for the club and implementing the strategy to raise funds that will support club activities on behalf of the Donvale Netball Club.

### **Job Description**

- To co-ordinate fund raising events on a regular basis
- Apply for grants or other forms of financial assistance from organisations such as Manningham Council, Sport & Recreation, Netball Victoria etc
- To secure sponsorship deals from the private sector
- To ensure events are properly licensed with Local Authorities etc
- To promote fund raising events in the local press with the help of the Communications Coordinator
- Ensure funds are properly accounted for and information is passed to the Treasurer
- Opportunities include: Sale of lottery tickets, raffles etc on a regular basis
- Development of a fundraising strategy

### **Knowledge and Skills Required**

Ideally the person is someone who:

- Can communicate effectively
- Enthusiastic and well organised and can delegate tasks
- Prepared to make a regular time commitment
- Confident & Innovative
- Good written and spoken communication
- Can maintain confidentiality on relevant matters
- Holds a working with children certificate

### **Estimated Time Commitment Required**

The estimated time commitment required as the Fundraising Coordinator of Donvale Netball is approximately 1 hour a week.

The Fundraising Coordinator is appointed for a 12 month period (until the AGM).