



**DONVALE
NETBALL CLUB**

POSITION DESCRIPTION

*Donvale Netball Club Inc. exists to improve people's lives
through the sport of Netball*

Position Title:	Fundraising Officer		
Reports to:	Executive Committee	Direct Reports:	N/A
Employment Status:	Volunteer		
Time Commitment	About 20 hours annually		
Donvale Netball Club Inc.	<p>Donvale Netball Club Inc. is a not for profit, member-based organization governed by a volunteer Committee of Management, and is affiliated with Doncaster & District Netball Association and Netball Victoria.</p> <p>Donvale Netball Club Inc. exists to improve people's lives through the sport of netball. Our values of fun, fitness, friendship and community provide opportunity for all players, umpires, coaches, managers, their families and supporters to come together and enjoy being part of our netball family.</p> <p>Donvale Netball Club Inc. management roles include Membership Registrar, Uniforms, Coach Co-ordinator, Equipment Co-ordinator, First Aid Co-ordinator, Social Media Managers, Umpires Advisor, DDNA Liaison, Grants Manager, Revenue Officer, Marketing Officer, Website Manager, Programmes Development Manager, Events Manager, Communications Co-ordinator and Membership Protection Information Officer, led by the Executive Committee comprising President, Vice-President, Secretary and Treasurer.</p>		
Commitment to Child Safety	<p>Donvale Netball Club Inc. is committed to providing Children and Young People with positive and nurturing experiences for healthy development and wellbeing. As part of that dedication to health and wellbeing, Donvale Netball Club Inc. is committed to ensuring the safety of all of its members, particularly Children and Young People. The Netball Victoria Child Protection Commitment Statement is crucial to NV and its Affiliates', including Donvale Netball Club Inc., commitment to providing a safe environment for children in netball and consists of principles and benchmarks Netball Victoria has in place.</p>		

Primary Purpose of Position

- Preparation of fundraising strategies and events

Key Responsibilities

- Form part of the Club Revenue Team, including liaison with the Grants Officer, Events Co-ordinator and Treasurer to implement fundraising strategies for membership benefit and Club growth.
- Liaise with Committee and Club Revenue Team to target key areas of need and strategy preparation
- Investigate fundraising opportunities – traditional means of raffles, chocolates, Easter buns etc., and possibilities of contemporary methods of sponsorship, advertising, marketing, monster community raffles etc.
- Preparation and management of fundraising events.
- Liaise with Secretary, Social Media and Website Co-ordinators for suitable advertising, marketing etc.
- Liaise with Treasurer regarding funds properly account for.
- Reporting back to the Committee

Knowledge, Skills & Abilities
<ul style="list-style-type: none">• Commitment to the success of the Club, its membership and the sport of netball.• Effective communication, organizational and problem-solving skills• Attention to detail• Effective time management• Ability to work independently, delegate tasks and follow through requirements.• Honest and ethical• Can maintain confidentiality on relevant matters

Other Requirements
<ul style="list-style-type: none">• Induction Training• Working with Children Check