



FUNDRAISING & SPONSORSHIP OFFICER CLUB ROLE DESCRIPTOR

PURPOSE

To provide a central point for the club to develop innovative opportunities of raising funds for through fundraising, applying for grants and sourcing sponsorship.

MAIN FUNCTIONS AND DUTIES

- To promote the importance of fundraising within the club.
- To set up a fundraising group.
- To organise fundraising events and plan a calendar of events.
- To develop sponsorship proposal(s) for the club in relation to the clubs development plan.
- To write news stories about upcoming fundraising events and successful events.
- Maintain relationships with donors, grant agencies and sponsors.
- To ensure acquired funds are being used for designated purpose.
- To act as an ambassador of the club.

SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Team player
- Passion & enthusiasm

REQUIREMENTS

- To have a knowledge of fundraising and sponsorship
- To liaise with Club Treasurer on income received and costing of events
- To ensure accurate records are kept
- To report to Club Committee on activities
- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct

TRAINING AND SUPPORT

Support of the Club Committee

Support of fundraising group (once established)

TIME COMMITMENT

Time commitment can vary dependant on number of opportunities available and events attending.