



# 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.