

### **Purpose**

The Funding and Sponsorship Coordinator is responsible for overseeing the sponsorship and fundraising activities of the club/society.

### **Responsible To**

The Funding and Sponsorship Coordinator is directly responsible to the President, as well as the members of the club/society. The Funding and Sponsorship Coordinator may chair the sponsorship and fundraising committee.

### **Responsibilities and Duties**

- Determine what purpose the funds are being raised for.
- Develop a fundraising plan.
- Identify potential source of funds from sponsorship, grants, or fundraising.
- Write the grant application or sponsorship proposal.
- Ensure the acquired funds are being used for the designated purpose.
- Maintain relationships with grant agencies or sponsors.
- Submit regular reports to the club committee.

### **Knowledge and Skills Required**

- Well organised.
- Can communicate effectively.
- A high level of attention to detail.
- Experience in marketing or sponsorship.