

Purpose

As the Funding and Sponsorship Coordinator, your role is to manage the club's fundraising and sponsorship activities.

Responsible To

The President of the club/society as well as the members of the club/society.

Responsibilities and Duties

- Determine the purpose for which funds are needed.
- Develop a comprehensive fundraising plan.
- Identify potential sources of funds, which may include sponsorships, grants, or fundraising initiatives.
- Write grant applications or sponsorship proposals.
- Ensure that the acquired funds are allocated to their designated purpose.
- Maintain relationships with grant agencies or sponsors.
- Regularly report to the club committee on financial matters.

Knowledge and Skills Required

- Well organised.
- Effective communication abilities.
- A high level of attention to detail.
- Basic knowledge of fundraising techniques.

Time Commitment

The time commitment can vary from a half-hour to a few hours per week, depending on the club's size and activity

Term

The Funding and Sponsorship Officer is appointed for a one year term. They are elected at the AGM usually held in September or October and remain until the next AGM. There may be no limit on how many years in a row they may hold that position, but there must always be a nomination and voting at each AGM.