



Fundraising Manager

Position Description

Overview

The Fundraising Manager is responsible for coordinating and maximising the club's fundraising activities.

Core Responsibilities

- Develop a proposal for ratification by the executive committee for fundraising initiatives.
- Organise one person to manage each fundraising initiative.
- Coordinate fundraising for all areas of the club (i.e. Toyota Good for Cricket Raffle, in season Lotto, Play for Purpose Raffle, Bunnings BBQ, June 'Giving Week')
- Formulate an annual fundraising budget and set targets as part of the annual financial planning process.
- Ensure the schedule of fundraising activities are well placed for maximum success in the club calendar (including out of season if appropriate).
- Develop a budget around each fundraising activity.
- Ensure that all fundraising events held are well promoted (i.e. social media website, email, face to face)
- Liaise with Social sub-Committee and Sponsorship Manager to generate fundraising through silent and live auctions and social events.
- Ensure that all fundraising events return the highest possible financial benefit to the club, whilst giving special consideration to charity and local fundraising events.

Additional Responsibilities

- Report on membership activities to Executive Committee via Finance Portfolio Manager.
- Train, mentor and support an incoming Membership Manager.

Knowledge and Skills Required

- Knowledge of the Club's Strategic and Annual Plans.
- Understand Club budget and targets.
- Sales skills.

Personal Qualities

- Ability to engage with a wide range of individuals within the club's community.

Qualifications

- None required.

Expected Time Requirement

Approximately 50 hours per annum.