



Australian Sports Foundation Manager Position Description

Overview

The Australian Sports Foundation (ASF) Manager is responsible for maximise fundraising via the ASF.

Core Responsibilities

- Develop a full understanding of all of the offerings of the Australian Sports Foundation.
- Ensure the club maintains it's registration with the Australian Sports Foundation.
- Develop a point of contact and sound working relationship with the Australian Sports Foundation.
- Assist sponsorship, membership and fundraising departments to maximise revenue opportunities through the Australian Sports Foundation.
- Assist financial stakeholders (sponsors, members & supporters) to understand and benefit from Australian Sports Foundation and its tax benefits.
- Work with the executive committee and communication manager to inform stakeholders of the tax advantages of the Australian Sports Foundation.
- Keep informed of any changes occurring within the Australian Sports Foundation.
- Support the Play for Purpose raffle (organised through the ASF) in coordination with fundraising manager.
- Work with fundraising manager to organise June 'Giving Week' in lead up to June 30.

Additional Responsibilities

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

Knowledge and Skills Required

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

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.