



## **FUNDRAISING OFFICER 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 and trustworthy
- Approachable and friendly
- Team Player
- Passion and 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)
- Safeguarding & Protecting Children Workshop (renewable every 3 years)

### **TIME COMMITMENT**

Time commitment can vary dependent and will be discussed upon appointment.