

POSITION DESCRIPTION

Fundraising Coordinator



Non-Committee Role

Non-committee level position, plays a vital role in having a job without the extra commitment.

Objectives

- To maximise the revenue from fundraising initiatives.
- To provide support to the executive and non-executive committee members to ensure the efficient management of club fundraising activities.

Responsibilities

- Develop proposals for ratification by the executive committee for fundraising initiatives.
- Organise volunteers to manage each fundraising initiative.
- Coordinate all fundraising for all areas of the Association.
- Set targets for fundraising as part of the annual financial planning process.
- Ensure the schedule of fundraising activities are well placed for maximum success in the tennis calendar.
- Develop a budget around each fundraising activity.
- Ensure that all fundraising events held are well promoted.
- Undertake tasks at the request of the president, executive or general committee.

Relationships

- Reports to the Treasurer/Assistant Treasurer
- Liaises with the Assistant treasurer and general committee
- Liaises with the secretary and communications roles on the Committee of Management for any promotions communications to clubs and players

Accountability

- Accountable to the Treasurer/Assistant Treasurer.
- Provides reports for general meetings and the annual report on fundraising activities.
- Seek ratification from the manager prior to committing the club to any financial expenditure or action.