



## **SPONSORSHIP AND FUNDRAISING OFFICER JOB DESCRIPTION**

### **Responsibilities:**

The Sponsorship & Fundraising Officer is primarily responsible for all revenue generation for the club.

### **Duties:**

- If necessary, form a sponsorship and fundraising sub-committee.
- Develop a fundraising strategy for the club.
- Set fundraising goals for the club.
- Organise fundraising activities and functions for the club.
- Supervise volunteers working on the fundraising sub-committee.
- Prepare rosters for volunteers assisting with fundraising activities.
- Ensure all materials required for fundraising are ordered and available.
- Supervise the collection of all monies raised and arrange payment to the Treasurer.
- At the end of each function or activity, reconcile all funds raised with Treasurer.
- Maintain appropriate fundraising records as required by the Treasurer.
- Develop a sponsorship program for the club.
- Identify all available sponsorship opportunities.
- Prepare submissions and all supporting material.
- Present proposals to interested parties.
- Ensure that all commitments are provided according to the terms of the respective sponsorship agreements.
- Maintain accurate records of all sponsorship, fundraising and donations received.
- Develop and implement a sponsorship servicing program that provides value for the club's sponsors.
- Arrange all necessary permits, registrations and approvals for fundraising activities as required.