

# St Andrews Cricket Club

## **JOB TITLE:**

Fundraising Coordinator

## **OBJECTIVE:**

To coordinate all fundraising activities and ensure funds are raised to enable the club to operate without long-term debt.

## **RESPONSIBILITIES:**

- Develop a budget for fundraising activities of the Club aimed at securing sufficient funds to meet the financial requirements of the Club.
- Prepare a program of events and activities to meet budget projections.
- Liaise with club committee members to prevent overlap of events.
- Ensure adequate preparation and operation of all events.
- Ensure the fundraising program is spread over the entire season.
- Ensure all money collected is paid to the Treasurer and accounts are paid.
- Develop a proposal, for ratification by the Committee, for sponsorship packages to be offered by the Club to attract as broad a sponsorship as possible.
- Coordinate all sponsorship for all areas of the club
- Ensure all existing sponsors are contacted three months prior to the season commencement.
- Seek out new sponsors to supplement existing sponsors.
- Ensure sponsors signage is in place and all other aspects of sponsorship deals are in place prior to the commencement of the season.
- Arrange a sponsors dinner at an appropriate time of the year.
- Ensure all sponsorship agreements are honoured.
- Maintain contact with all corporate sponsors throughout the season (include sponsors in database for club newsletter).
- Coordinate major raffle/s for the Club and shall be the contact person and be responsible for approval of minor raffles or any other fundraising activity which members of the club may wish to pursue.
- Attend monthly club management meetings.
- Work with Treasurer on relevant budget matters.
- Work with Social Co-ordinator on events.
- Report activities of the portfolio to the membership at the AGM.

## **RELATIONSHIPS:**

Reports to the President and General Committee.

Supports Sponsorship Coordinator/s and any person responsible for providing services associated with sponsorships.

## **ACCOUNTABILITY:**

- The Fundraising Manager is accountable to the President & General Committee.
- The Fundraising Manager shall seek ratification from the General Committee of sponsorship packages offered by the Club and shall thereafter have the authority to act within the limits of the packages without reference to the General Committee.
- The Fundraising Manager shall provide a monthly report to the General Committee.

## St Andrews Cricket Club

The estimated time commitment required as the Fundraising Coordinator is up to 1 hour per week.

### DESIRABLE SKILLS:

- Out going
- Negotiating and communication skills
- Ability to listen

### DESIRABLE KNOWLEDGE:

- Event planning
- Computer/Publisher skills
- Public speaking