



Role Outline: Sponsorship & Fundraising Officer

NAME OF CLUB:	Brush Bowls Club
ROLE:	Sponsorship & Fundraising Officer
RESPONSIBLE TO:	Club Committee
NAME OF VOLUNTEER:	Name
START DATE: XX/XX/XX	END DATE: XX/XX/XX

Primarily responsible for revenue generation for the Club.

Typical Responsibilities:

- Developing a fundraising strategy for the Club and fundraising goals.
- Managing the Pavilion bookings
- Ensuring that all materials required for each activity/function are available
- Supervising collection of all monies raised, arranging payment to the Treasurer and reconciling funds raised with Treasurer
- Developing a Sponsorship Programme for the Club, identifying all available Sponsorship opportunities
- Preparing submissions and all supporting material relating to grant applications
- Presenting proposals to interested parties and ensuring that all commitments are provided according to terms of the respective sponsorship agreements
- Maintaining accurate records of all sponsorship, fundraising and donations received
- Providing a monthly report to the Management Committee
- Arranging handover or succession planning for the position