



Position Description - draft

Title: Fundraising and Sponsorship Officer

About: Drives yearly fundraising activities and actively maintains sponsorship agreements.

Reports to: Treasurer

Responsibilities:

- Establishes fundraising goals in conjunction with the management committee.
- Encourages member participation in fundraising activities.
- Makes sure that legal requirements related to fundraising are fulfilled.
- Prepare and submit grant applications with committee.
- Prepare and present funding requests to municipal councils with president & treasurer.
- Seeks out & researches new fundraising ideas.
- Undertake any agreed task assigned by the President or the Management Committee.
- Be prepared to attend as far as possible, all Management Committee meetings of the Club.

Committees:

- Be a member of the Finance Committee.

Qualifications:

- Be a member of Whale Beach Surf Life Saving Club Inc.

Skills:

- Strong time management and organisational skills.
- Ability to work unsupervised and be self-motivated.
- Strong project management skills.

Date: 7 July 2016