



**The Fundraising Coordinator is responsible for planning and overseeing fundraising activities for the Phoenix Basketball Club.**

# **Fundraising Coordinator**

## **Responsible to**

The Fundraising Coordinator is directly responsible to the President, the club committee and the members of Phoenix Basketball Club.

## **Responsibilities and duties**

The Fundraising Coordinator should:

- Represent the Phoenix Basketball Club as a professional, responsive and committed resource to the success and continuous improvement of the Club
- Promote the Club at every opportunity
- Attend monthly committee meetings to provide advice to the committee in relation to management of the Club's fundraising activities.
- Hold regular meetings with the fundraising sub-committee prior to the Management Committee Meetings
- Determine what purpose the funds are being raised for.
- Develop a fundraising plan
- Identify potential sources of funds e.g. fundraising activities, grants etc
- Plan, organise and oversee fundraising activities and events
- Ensure the acquired funds are being used for the designated purpose

- Maintain relationships with donors, grant agencies and other relevant parties. Respond to queries from Management Committee promptly
- Liaise with the Treasurer to organise floats as and when required

## **Knowledge and Skills Required**

Ideally the Fundraising Coordinator is someone who is:

- Well organised
- Able to communicate effectively
- Able to delegate tasks to sub-committee members
- Able to allocate regular time periods to ensure efficient and smooth running of fundraising events and activities
- Able to keep good records
- Able to work in a logical and orderly manner
- Aware of information that will be required to be provided to the Treasurer
- Can maintain confidentiality on relevant matters

*Attendance at a minimum of one in every three meetings is required or the position of Fundraising Coordinator will be deemed vacant and available to be filled by someone else.*

**Thank you for volunteering your time to help our kids. If there are any issues, please don't hesitate to contact any of the Committee members, who will be able to help you.**

**... and don't forget to *Have fun!***