# **FUNDRAISING CO-ORDINATOR**

# **REPORTS TO:** Warrington Surf Life Saving Club Committee

# **KEY RESPONSIBILITIES:** Delivery and overseeing of a fundraising programme that ensure the Warrington Surf Life Saving Club achieves its strategic goals.

# **DUTIES OF THE ROLE:**

# Liaise with the committee to set yearly and strategic fundraising goals and targets for the club, to be submitted at the October committee meeting as a Fundraising Yearly Plan.

# Maintain a record of fundraising and grant applications and include in a report at AGM.

#  Investigate new ideas and approaches for fundraising for Warrington SLSC

# Liaise with other committee members to prepare and submit club funding applications and ensure accountability processes are completed

# Create strong relationships with funding organisations

# Ensure Warrington SLSC Sponsor obligations are observed and considered when actioning new funding opportunities

# Build relationships with East Otago and Dunedin businesses

# Manage (including delegate authority for) fundraising activities over the season according to the Fundraising Yearly Plan

# Maintain open communication with the Warrington SLSC Club Committee members

# Ensure accurate record keeping for hand-over to next Funding Co-ordinator