

PIRATES SOFTBALL CLUB WA INC

JOB DESCRIPTION FORM

FUNDRAISING OFFICER

The Fundraising Officer is responsible for planning and implementing fundraising activities on behalf of Pirates Softball Club WA Inc.

Responsible to :

The Fundraising Officer is directly responsible to the President of Pirates Softball Club WA Inc and the members of Pirates Softball Club Inc

Responsibilities and Duties :

The Fundraising Officer should:

- Investigate fundraising activities for presentation to the committee for their perusal
- Prepare a fundraising budget to include costs of proposed activities as to proposed income.
- Plan and implement a minimum of 6 fundraising activities per annum.
- Arrange (in conjunction with the Canteen Manager, Secretary and the Treasurer) any licences, permits or public liability insurance policies that may be required to run fundraising activities
- Prepare rosters for staff at fundraising events
- Apply for grants on behalf of the Club

Knowledge and Skills Required :

Ideally the Fundraising Officer is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Has basic budgeting and financial skills
- Is able to plan the logistics of fundraising activities

Estimated Time Commitment Required :

The estimated time commitment required as the Fundraising Officer of Pirates Softball Club WA Inc is an average of 1 to 3 hours per week. The Fundraising Officer is appointed for a maximum term of 15 months