

## **JOB DESCRIPTION: FUNDRAISING AND SPONSORSHIP OFFICER**

### **ROLE**

To effectively organise and promote fundraising initiatives for the benefit of the club and its members

**RESPONSIBLE TO:** Executive Committee

### **SKILLS REQUIRED:**

- Well organised and able to delegate
- Excellent administration skills
- Enthusiastic and a good motivator
- Approachable
- Confident and effective communicator

### **MAIN DUTIES**

- To identify possibilities for sponsorship for RTSC. This could be at club, gala or individual swim level.
- To work with parents / carers to identify opportunities for matched funding events.
- To identify and consider community partnership volunteering schemes to support any appropriate aspects of club business.
- Introduce and manage a Club's annual presentation night in conjunction with the rest of the Committee
- Organise two other major fund raising events for the Club each year
- Organise raffles/Bonus Ball at swimming galas as appropriate
- To actively seek sponsorship opportunities to raise money for the club.
- Attend quarterly committee meetings
- To follow and promote the ASA Child Protection policy.
- Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP) and the club's EAP.

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson/Secretary \_\_\_\_\_ Date: \_\_\_\_\_