



Position Details

Position title: Fundraising Manager

Date of review: September 2018

Position objective

The Fundraising Manager is responsible for revenue generation for the Club through sponsorships and fundraising.

Responsible To

Sponsorship and Fundraising Manager is directly responsible to the Senior Vice President.

Responsibilities and Duties

- Form a fundraising sub-committee (if necessary)
- Develop fundraising strategies
- Present proposals to the committee
- Maintain accurate records of all fundraising activities
- Facilitate permit for raffle
- Source raffle prizes
- Arrange for printing of ticket books
- Coordinate the distribution of raffle books and maintain a register of names
- Follow up on outstanding raffle books
- Account for all monies received
- Two manger initiatives each season

Knowledge and Skills Required

- A knowledge and understanding of the VDJRLFC and the ARL Code of Conduct and ARL Safe play Code is essential.
- Can communicate effectively and has good interpersonal skills
- Is positive and enthusiastic
- Is well organised and can delegate tasks as required
- Well-developed liaison skills
- Is innovative and dynamic
- Sound computer skills
- Knowledge of Microsoft Office programs
- WWVP