Position Description
FUNDRAISING COORDINATOR

Objectives
Maximise revenue from fundraising initiatives.

Position within the Committee:
☐ Executive ☐ Committee ☑ Volunteer
Member of the Income Streams Working Group.

Duties Profile
- Develop and review a plan for fundraising initiatives for the coming year.
- Manager of the club's Australian Sports Foundation portal and assist financial stakeholders (sponsors, members and supporters) to understand and benefit from the ASF and its tax benefits.
- Coordinate all fundraising for all areas of the club and organise one person to manage each initiative.
- Formulate an annual fundraising budget and set targets as part of the annual financial planning process.
- Ensure the schedule of fundraising activities are well placed for maximum success in the club calendar and return the highest possible financial benefit to the club, whilst giving special consideration to charity and local fundraising events.
- Develop a budget around each fundraising activity.
- Ensure that all fundraising events held are well promoted.
- Undertake tasks at the request of the President or Executive Committee.

Qualifications and Experience
National Police Check and Working With Children Check.
A financial background and awareness of accounting procedures and best practice is preferred.

Accountability
Treasurer and Income Streams Coordinator.
Provide a report to the Income Streams Coordinator for the Executive
Approval from the Committee prior to committing the club to any financial expenditure or action.

Working Relationships:
Treasurer
Income Stream Coordinator
Communications Manager
Membership Manager

KALAMUNDA RANGERS
Teeball – Baseball – Softball

Where the Whole Family can Play