**FUNDRAISER / SPONSORSHIP OFFICER – ROLE DESCRIPTOR**

The Fundraising/Sponsorship Officer provides a central point for the club to develop innovative opportunities of raising funds for through fundraising, applying for grants and sourcing sponsorship.

**Roles and Responsibilities**

* To promote the importance of fundraising within the club
* To set up a fundraising group
* To organise fundraising events and plan a calendar of events
* To develop sponsorship proposal(s) for the club in relation to the clubs development plan
* To write news stories about upcoming fundraising events and successful events
* Maintain relationships with donors, grant agencies and sponsors
* To ensure acquired funds are being used for designated purpose
* To act as an ambassador for club
* To liaise with Club Treasurer on income received and costing of events
* To ensure accurate records are kept
* To report to Club Committee on activities

**Knowledge and Skills Required**

* Good organisation and communication skills
* Reliable & trustworthy
* Approachable & friendly
* Team player
* Enthusiastic
* Experience of fundraising and sponsorship

**Qualifications and Training**

* Sign and adhere to the Clubs Code of Conduct

**Additional Information and Resources**

* Bowls Scotland’s Marketing Toolkit