

Example Role Description – Fundraising and Sponsorship Coordinator

Role:	Fundraising and Sponsorship Coordinator
Key Purpose:	Develop a fundraising strategy for your organisation in accordance with budget projections. This may also include sponsorship activities and completing funding and sponsorship proposals. The Fundraising and Sponsorship Coordinator may be required to form and chair the Sponsorship and Fundraising Committee.
Reports to:	The Fundraising and Sponsorship Coordinator is directly responsible to the Treasurer and the members of _____ (Organisation)
Connection points:	<ul style="list-style-type: none"> • Board/Committee • Organisation staff/volunteers • Organisation members • Community stakeholders
Key Responsibilities:	<ul style="list-style-type: none"> • Determine what purpose the funds are being raised for • Develop a fundraising plan • Identify potential source of funds e.g. sponsorship, grants etc • Discuss the completion of any funding application form with the relevant people in the organisation who are knowledgeable in the area the funds are being used for. • Write the grant application or sponsorship proposal • Ensure the acquired funds are being used for the designated purpose • Maintain relationships with donors, grant agencies and sponsors • Submit regular reports to the organisation committee
Desired Knowledge and Skills:	<ul style="list-style-type: none"> • Can communicate effectively • Is well organised • Has a high level of attention to detail • Ideally, experience in marketing or sponsorship would be an advantage
Estimated Time Commitment	<ul style="list-style-type: none"> • An estimate of XX hours per week (this will vary depending on the size of the organisation and the structure you have chosen to implement i.e. the number of Fundraising and Sponsorship Coordinators you have and the breakdown of duties) • The role holder would be appointed for a term of XX, however this is open to negotiation if desired