

Grants and Fundraising

Role Objectives

The Grants and Fundraising Officer provides a central point of contact for fundraising queries and takes the lead on developing opportunities for accessing grants and funding. This includes the preparation and submission of funding bids, working with other organisations to develop joint bids and ensuring the profile of the club is maintained.

Duties and Responsibilities

- To identify and target sources of funding for the club in association with the club's development plan
- To prepare funding bids in partnership with club committee members as appropriate
- To establish and develop effective working relationships with key local funding providers
- To promote and publicise any funding secured for the club through the club newsletters, website and notice board

Skills and Qualifications

- Enthusiastic with a good knowledge of and interest in the club's activities
- Be an excellent communicator with good verbal, written and IT skills
- Have good organisational and record-keeping skills
- Have experience and/or interest in sourcing funding opportunities

Role Details

This is a voluntary role

This will vary from club to club, but in general may include ongoing weekly responsibilities ranging from 1-2 hours. However, more time may be required periodically, particularly when preparing funding bids.