Fundraising Officer

Introduction

The Fundraising Officer provides a central point of contact for fundraising queries and takes the lead on developing opportunities for accessing grants and funding. They will plan and coordinate fundraising activities and enhance fundraising efforts reporting to the Club Chairperson.

Skills and ability needed

* You will be enthusiastic and approachable with a good knowledge of and interest in the Club’s activities.
* You will be a confident and excellent communicator with good verbal, written and IT skills.
* You will have good organisational and record-keeping skills and be able to delegate.
* You will have experience and/or an interest in sourcing funding opportunities.

Main areas of responsibility

* To motivate and facilitate support to help fundraise and maximise funds.
* 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 Management Committee members as appropriate updating the Management Committee monthly on fundraising efforts.
* To organise fundraising events and activities.
* To raise awareness for the need and requirement for fundraising within the Club.
* To ensure that any club funding activity has a risk assessment to ensure the safety of its members.
* 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, in association with the Marketing and Press Officer.

Required Commitment

This will vary and will often be periodical, with more time in particular when preparing funding bids. There will be an ongoing commitment to manage fundraising activities. Attendance will be required at monthly Management Committee meetings.

Available support

* Access to resources and guidance via the ‘Club Hub’.
* Direct contact with and support from the Swim England Club Development Officers.

Benefits for you!

This is an exciting and fundamental role the success of which will significantly impact the Club and will be determined by your own motivations and enthusiasms. As well as your ability to source funding opportunities, it is an opportunity to take on a new challenge and impact the growth and development of your club.

Training requirement

* Current Safeguarding and Protecting Children certificate.