

Warrington Swimming and Water Polo Club

Role Title: Fund Raising and Sponsorship Officer

Responsible to: Chairman

Role Purpose: To provide a central point for the club to lead fund raising activities

To increase fund raising activities and awareness across the membership

To be the focal point for preparation of sponsorship and grant applications to third parties

Required Duties:

- Develop a fund-raising plan for the club in association with the club's strategic plan
- Identify and target sources of funding
- Promote fund raising activities within the club membership and with key local providers
- Promote and publicise all aspects of fund -raising, in a positive way through the production of information for newsletters, website updates and regular media releases
- Report on club fund-raising activities

Commitment / Time for the Role

The commitment will vary, but will include ongoing monthly responsibilities ranging from ½ hour to 1½ hours. There may be more input required particularly in dealing with grant application or preparation for fund raising events

Skills and Qualities Required

- Enthusiastic with a good knowledge and interest in the club's activities
- An excellent communicator, with good verbal and written skills
- Sound organisational and record keeping skills
- Experience and/or an interest/passion in sourcing fund raising opportunities