**MUDGEERABA REDBACKS JUNIOR RUGBY LEAGUE CLUB (MRJRL)**

**POSITION DESCRIPTION**

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| **FUNDRAISING & EVENTS COORDINATOR** |
| **Overview of Position** |
| The Fundraising & Events Coordinator is responsible for coordinating the club’s fundraising and major events. |
| **Responsible To** |
| The Fundraising & Events Coordinator is directly responsible to the President and management committee. |
| **Responsibilities and Duties** |
| The duties of the Fundraising & Events Coordinator include:   * Create an annual fundraising plan in conjunction with the President and Treasurer and seek endorsement by management committee as necessary * Create and maintain a calendar of events for the year ahead * Plan and coordinate social/fundraising events for the year * Manage fundraising and event sub-committee/s (if applicable) * Work with local businesses to secure fundraising prizes and donations * Liaise with the Social Media Coordinator regarding promotion of events * Work with the Treasurer to develop a budget for the different events * Organise the End of Year Presentation events for junior and seniors (may set up sub-committees to assist) |
| **Knowledge and Skills Required** |
| Ideally the Fundraising & Events Coordinator is someone who:   * Is very organised * Can plan and work to set timeframes * Is a good communicator and team player * Can manage and deliver fundraising and social events * Is a creative thinker |
| **Time Commitment Required & Period of Appointment** |
| The estimated time commitment required as the Fundraising & Events Coordinator is 5 hours per week. Hours may vary at times when planning for and delivering events.  The Fundraising & Events Coordinator is appointed for a 1 year period. |