**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)
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| **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
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| **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. |