



Maidstone Football Club

Role Description

Role: Fundraising Manager

Role Outline

The Fundraising Manager is member of the Rugby Committee and is directly responsible to the Chair of House. The post-holder's primary responsibility is to plan and organise fund raising activities, so that monies can be raised to maintain and grow the Club.

Operational Scope:

The term 'Fundraising' refers to all activities relating to raising money for the Club, which is not related to grants, sponsorship or member subscriptions.

The scope of the role will focus on making sure that there is a scheduled calendar of activities/events, which have been approved and agreed by the Executive Committee. As such regular communication will be required and presence at appropriate Executive meetings.

Key Responsibilities

1. To plan and organise fundraising activities for the Club.
2. To bring relevant fundraising opportunities to the attention of the Executive Committee to make sure that they are directed and supported.
3. To coordinate activities (as required) with other relevant functional areas of the Club.
4. To make sure that all fundraising supporting materials are ordered and available to use for members of the Club.
5. To collect fundraising money to pass to the Honorary Treasurer.
6. To keep, clear and accurate accounts of fundraising activities as requested by the Honorary Treasurer.
7. Monitor and accurately record the success of fundraising activities.
8. Form fundraising teams and co-opt volunteers as necessary.