# **Fundraising Officer**

The role of Fundraising Officer is to complete and forward applications for funding assistance to Charity Organisations, as resolved by the Committee.

**General**

* Maintain a list of organisations to which funding applications can be made, and a calendar of application closing dates
* Initiate applications for funding
* Keep a record of applications awaiting approval, and a file of approved/declined applications
* Ensure accountability is provided to a Charity following a successful funding award, when payments have been completed
* Be aware of any upcoming issues/purchases which may require funding
* Initiate other fund raising opportunities within the Club

**Skills and Time required**

* Most applications are now made online so a computer is useful
* Word/Excel programme is helpful
* Access to and understanding of the various documents required to accompany applications
* Good written language skills
* Time varies but should be no more than 2-3 hours per month