**ROLE PROFILE: EVENTS / FUNDRAISING OFFICER**

**What will I do?**

The primary duties of the Events/Fundraising include (but are not limited to):

* Organising and managing social events that (ideally) bring the whole club together
* Organise at least two fundraising events through the season, and the End of Season celebrations, ideally with a pre-season event too
* Ensure such events build club funds where appropriate (through raffles, “Heads or Tails”, etc.)
* Seek donations from local organisations, club sponsors and partners for Raffles
* Book venue, arrange decorations, entertainment and catering for events (within agreed budgets)
* Purchase tickets for events and distribute to Team Managers to sell to their members
* Use “Easyfundraising” and promote its’ use throughout the club membership
* Communicate with Publicity Officers to ensure appropriate campaigns are in-place to promote club events
* Apply for grants/sponsorship/other forms of financial assistance, where eligible and necessary
* Ensure all funds from events are accounted for and passed to the Club Treasurer to bank

**Who will I work with?**

You will be working as a member of the club’s Business Committee (alongside a Vice Chair, Treasurer, Secretary, Team Managers and other Events/Fundraising Officers). You will work closely with Team Managers and the Publicity Officers at the club, to ensure that members and the wider communities are aware of club-wide events.

**What skills are required to do the role?**

You need to be well organised and careful when handling money. Be enthusiastic, creative and innovative – and prepared to make decisions. Any previous experience of events planning/management, grant application or fundraising would be ideal – but is not essential.

**What is the time commitment?**

The time commitment for the role will normally be around 3-4 hours per month, but naturally this fluctuates around the time of club events.

The Events/Fundraising Officers are appointed roles, appointed by the Management Committee following the AGM for a term of one year (running to the next AGM).

If you would be interested in becoming an Events/Fundraising Officer, please email us to apply at: [bulldogsbasketball@hotmail.co.uk](mailto:bulldogsbasketball@hotmail.co.uk)

All applications **must** be received at least 14 days prior to the date of the AGM.

It is essential that you are a registered member of the club for the season in which you are serving as a member of the committee, and we may require the person holding the role to provide references and/or undertake a DBS check and Safeguarding qualifications.