

MSSC Fundraising and Events Coordinator



OBJECTIVE

The Fundraising and Events Coordinator is a key position for ensuring the on-going financial sustainability of the Myrtleford Savoy Soccer Club. The primary responsibility is to plan and execute events, raffles and campaigns that fulfil that requirement.

RESPONSIBILITIES / TASKS:

- In liaison with the sponsorship officer lead prospective events with corporate sponsors – increasing this revenue stream.
- Work in liaison with Publicity/Media Officer to promote planned activities.
- Contribute to identification and execution of fundraising and campaign opportunities.
- Contribute to the development of methods and setting outcomes in relation to fundraising, events and campaigns aligned with MSSC Strategies.
- Develop and maintain appropriate records relating to fundraising and event/campaign activities.
- Develop, produce and deliver projects from proposal to the committee.
- Delivering events on time and within budget.
- Good communication and stewardship.

RELATIONSHIPS:

- Club Sponsors
- Committee
- Members
- Event/Facilities Managers

ACCOUNTABILITY:

Report to the Committee

ESSENTIAL SKILLS:

- Excellent oral and communication skills.
- Positive and approachable personality.
- Strong stakeholder and relationship management skills.
- Ability to handle and own multiple projects and reliable at hitting deadlines.
- Excellent administration and organisational skills.
- Strong IT skills including, Word, Excel and PowerPoint.
- Ability to negotiate.
- Competent at managing budgets.
- An effective team player with excellent interpersonal skills.
- Pro-active creative problem solver.
- High level of self-motivation, and the ability to work autonomously.