

Goulburn Rugby Union Football Club

Job Description



COMMITTEE – FUNDRAISING & EVENTS

The Fundraising & Events Officer will lead a team that will plan significant events on the club calendar as well as smaller social events and activities. The Fundraising & Events Officer will also plan fundraising and activities as well as charitable activities performed or participated in by the club.

RESPONSIBILITIES

The Fundraising & Events Officer shall:

- Prepare and co-ordinate the implementation of a program of social events for the club and its supporters that interfaces with other Union and community activities.
- These events may include but not be limited to:
 - Presentation Night
 - Sponsor's Day
 - Ladies' Day
 - Other special dinners & events
- Submit a costed program to the Committee for approval
- Liaise with Senior Players' Group and, where necessary, create sub-committees including an overall Fundraising & Events Team to run each activity
- Co-opt appropriately skilled volunteers to assist in the conduct of any event.
- Ensure each function/activity presents a final reconciliation of income and expenditure. Present regular reports to the Executive Committee on the success and cost: benefit of each activity

KNOWLEDGE AND SKILLS REQUIRED

Ideally the Fundraising & Events Officer is someone who:

- Has event management experience
- Is willing to work on recommendations from the Committee and players
- Can work to a budget
- Has good time management skills and can work to deadlines

SUB-COMMITTEE INVOLVEMENT

- Fundraising & Events
- Senior Players' Group