



UWANFC Position Description – Fundraising and Key Events Officer

VERSION: 0.01

Overview

Deliver a successful 75th Anniversary Gala event, a Joey Soccer parents engagement event, and coordinate fundraising efforts to meet the Club's fundraising target.

Responsibilities

- Run a 75th Anniversary Gala Event in the middle of 2024 that:
 - Engages a range of past and current members and builds a strong sense of community and celebration
 - Meets our sponsorship commitments
 - Meets fundraising targets, to be shared by the Management Committee with prospective candidates
- Run a program of/standalone event(s) targeting Joey Soccer parents to:
 - Drive engagement and connection with UWANFC
 - Sets a strong reputation for the club within the community
 - Meet fundraising targets (may be in part delivered through bar sales), to be shared by the Management Committee with prospective candidates
- Deliver any other fundraising efforts required to meet the Management Committee's fundraising target.
- Ensure all sponsor signage is displayed per commitments at key events and on key event promotions.
- Liaise with the Marketing and Communications Officer, Canteen Manager, Admin Manager, and Treasurer as required to deliver the key events.
- Collate a database of club member network details.
- Maintain appropriate records as required by the UWANFC Treasurer and/or Committee.
- Keep the UWANFC Committee informed of all relevant matters.
- Option to attend UWANFC Management Committee meetings, provide input to relevant topics, and present a Fundraising and Key Events report when required.

Reporting:

This role will report to the UWANFC Management Committee, via the Treasurer.

There will be regular correspondence with the Marketing and Communications Officer, Admin Manager, and the Canteen Manager.

This role will not overlap with the responsibilities of the volunteer social committee.

Role Expectations:

- This role will require concerted effort in the lead-up to, and delivery of the events.



- It is anticipated that the 75th Anniversary Gala be held in late June, so as not to clash with Senior Awards Night (which has a different target audience and purpose).
- The role will be paid a \$10,000 honorarium, paid in instalments per the successful delivery of objectives.
- This would include the delivery of the services listed above.

2024 Key Performance Indicators

1. Deliver a highly organised, successful key events and fundraisers
2. Meet expected fundraising and engagement KPIs
3. Deliver on all related sponsorship commitments
4. Collate and improve the usefulness of our member and alumni databases
5. Work effectively with key UWANFC personnel
6. All relevant health and safety, and child safeguarding protocols are adhered to

Updating key documents

At the end of each year a key activity of the Fundraising and Key Events Officer will be to review, revise and advance the policies, procedures and internal systems of the events with recommendations for the next season. This process builds sustainability with a focus on streamlining efficiencies.

Essential Skills and requirements

- Experience in event management and alumni/database management
- Experiencing in large-scale fundraising (\$15k-\$100k)
- Must be punctual, reliable and operate with high personal integrity
- Must be very organised and have excellent communication skills.
- An ability to work independently and remain calm under pressure
- Have high interpersonal skills with abilities to remedy issues

Extent of Authority

Significant changes to this document require UWANFC Management Committee approval. This role operates within established budgets, guidelines, policies and procedures including any regulatory, legislative or contractual requirements.

Administration		
Responsible Manager:	Review Cycle:	Review Next Due:
UWANFC Treasurer	Annual	December 2024
Compliance References:		



UWANFC:		Organisational Policy reference <ul style="list-style-type: none"> • Constitution • Strategic Plan
Document Location:		<i>Insert hyperlink</i>
Version:	Decision Reference and Synopsis:	Date Approved:
1.0	Document creation	April 2024