



# Job Description

**Job Title:** Fundraising Lead

**Reports To:** Chairperson and Club Committee

**Location:** Bicester & District Gymnastics Club

**Hours:** Flexible, as required to fulfil the role effectively

**Type:** Volunteer (The role includes paid gymnastics lessons)

## Role Purpose:

The Fundraising Lead is responsible for leading and coordinating all fundraising activity for the club. The role focuses on generating additional income through events, sponsorship, partnerships, and community engagement, supporting the club's financial sustainability and future development.

The postholder will take ownership of fundraising activity and work closely with the club committee, parents, and local businesses to identify opportunities and deliver successful initiatives.

## Key Responsibilities:

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#### Fundraising Leadership and Planning

- Lead the club's fundraising activity and identify opportunities to generate additional income.
- Propose and deliver fundraising ideas aligned with club priorities and needs.
- Provide regular updates to the committee on activity, progress, and outcomes.

#### Sponsorship and Business Engagement

- Identify and approach local businesses, sponsors, and community organisations.
- Build and maintain positive relationships with supporters and sponsors.
- Coordinate sponsorship, donations, or in-kind support for the club.

#### Events and Activities

- Plan, organise, and oversee fundraising activities such as raffles, competitions, and club events.
- Coordinate fundraising activity at club competitions and events.
- Engage volunteers and parents to support fundraising initiatives where appropriate.

#### Committee Involvement

- Attend committee meetings, typically up to two per month, usually no more than one hour each.
- Contribute to committee discussions and support wider club decision-making.
- Work collaboratively with other committee members to align fundraising with club objectives.

#### Administration and Oversight

- Maintain simple records of fundraising activity and funds raised.
- Ensure fundraising activities comply with club policies and relevant regulations.



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- Work with the committee to ensure funds raised are allocated appropriately.

### **Skills and Qualities Required:**

- Strong communication and relationship-building skills.
- Confidence engaging with local businesses and community partners.
- Organised, proactive, and able to take ownership of tasks.
- Creative approach to fundraising and problem-solving.
- Ability to work independently and as part of a committee.

### **Training and Support:**

The Fundraising Lead will receive support from the Chairperson and committee and will be supported in understanding club priorities, governance, and safeguarding requirements.