Job Description - Fundraising Coordinator

Liaise with: Local Coordinator, Local Committee, SOBC Fundraising team

Position: Volunteer - Elected by the Local membership

Commitment: 1 Year term (no limit to the number of terms)

Goals:

Develop and implement a fundraising plan to ensure there is sufficient funding for the ongoing operations of the Local.

Specific Accountabilities:

Coordinate all fundraising activities for the local

Develop an annual fundraising plan that includes (but may not be limited to):

- Contacting service clubs and other organizations that might provide financial support to the local
- Engaging in corporate and donor support
- Hosting at least one fundraising event per year (to jointly raise funds and build on public awareness)

Liaise with SOBC Provincial Office regarding fundraising activities, grants, sponsors, and campaigns

Recognize, support, and partake in provincial and national sponsor programs where applicable in the local (Staples, Sobeys, LETR etc.) and ensure relevant sponsor benefits are provided at the Local level (i.e., exclusivity where promised, inclusion at competition and events)

Work with local committee:

- Public Relations/Media Coordinator to ensure correct use of the Special Olympics style guide when preparing materials
- Treasurer to seek out and submit grant applications
- Volunteer Coordinator and Athlete Coordinator to secure volunteers and athletes for fundraising events and initiatives

Attend monthly Local Committee meetings and provide updates on fundraising

Fundraising Coordinator Manual – available in the Resources section of the SOBC Website