

Deepings Swimming Club



JOB DESCRIPTION – FUND RAISING COORDINATOR

JOB TITLE: Fund Raising Coordinator

RESPONSIBLE TO: Management Committee

SKILLS REQUIRED:

- Good Communication Skills
- Well Organised with a sound financial knowledge
- Enthusiastic

MAIN DUTIES

- 1) To work in conjunction with the Treasurer to develop bids for funding.
- 2) Assist the Treasurer in the monitoring of progress against the Club's Business Plan.
- 3) To attend meetings as requested by the DSC Chairman to represent DSC.
- 4) To follow and promote the ASA Child Protection policy and ASA Code of Ethics

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____