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Job Title: Grant and Fundraising Coordinator

The role of LNJSA Grant and Fundraising Coordinator is to seek, identify and administer grant and fundraising opportunities for the LNJSA and its Clubs.

The Grant and Fundraising Co-ordinator is supported in this role by the LNJSA Secretary.

The Grant and Fundraising Co-ordinator can “recruit” people (sub- committee) to assist in the development structure for implementation of grant applications and fundraising opportunities.

Responsibilities

Prior to the Season

- Ongoing investigation and identification of grants that could assist the LNJSA and its Clubs.
- Assist LNJSA and its Clubs in applying for grants and with drafting and completion of grants.
- Work with the LNJSA Executive Committee to accurately set social activities fundraising targets which will be reflected in the LNJSA’s budget which includes where the funds will be directed utilised.
- Review social activities from previous seasons and then determine the social activities for the upcoming season.
- Liaise with the LNJSA Executive Committee to ensure the proposed social activities for the upcoming year reflect the current opinions and preferences of the LNJSA Delegates.
- Create the marketing information for each social activity which can be provided to LNJSA participants to assist in the promotion of the LNJSA social activities.
- Update the LNJSA website to reflect the social activities of the year.
- Create social media posts that promote LNJSA social activities.
- Be the primary point of contact for all social activities enquiries.

During the season

- Be the initial point of contact for any issues or complaints from social activities.
- Ongoing research for new grants.
- Formulate sponsorship packages and identify potential sponsors for both LNJSA and its Clubs.
- Ensure the collection of social activity revenues.
- Co-ordinate the use of the marketing information for each social activity, including continually promoting the activities on social media.
- Co-ordinate each event with the assistance of volunteer fundraising members.
- Report back to the LNJSA Executive Committee with the outcome of each social fundraising activity within one month of the event date.
- Liaise with the LNJSA Treasurer and ensure that all funds raised are deposited into the LNJSA account and ensuring that all expenditure involved in each activity is correctly recorded and receipted.



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Essential Skills and requirements

- Can communicate effectively
- Strong relationships within the LNJSA which allow the formulation of different teams. and groups working together on each social activity.
- Well organised and can delegate tasks.
- Well informed of all organisation activities.
- Is aware of the future directions and plans of LNJSA and its clubs.

End of year hand over

Updating key documents

At the end of each year a key activity of the Grant and Fundraising Coordinator will be to review and revise their position description to ensure it continues to reflect the requirements of the role and document how each social activity was undertaken and include as much information as possible.

The updated Job Description and supporting information must be provided to the LNJSA Secretary prior to the Annual General Meeting each year.

Induction of the Incoming Grant and Fundraising Co-ordinator

An important responsibility of outgoing Grant and Fundraising Co-ordinator is to train, mentor and support the incoming Grant and Fundraising Co-ordinator.

Remuneration:

This position attracts a one-off payment, which will be paid following approval by the Committee before the end of the Financial year (ie. 31st October).