

Events / Fundraising Coordinator

St Mary's Sharks Basketball Club



The role of the Events and Fundraising Coordinator is to be the Chief Organiser of Club Events and Activities.

Specific duties include but not limited to:

- Plan and Coordinate at least two social/fundraising events per year. (End of season event with presentation).
- Assist with other club events (Grading Day, School Fete)
- Source suitable grants and apply for funds to support Club Initiatives.
- Prepare a budget, monitor it carefully and report on it regularly with the Club Treasurer.
- Keep a proper record of Fundraising/Events details
- Communicate to members on upcoming events.
- Liaise with Social Media Coordinator to promote events.
- Liaise with the Sponsorship Coordinator to ensure social events support our sponsors and, where appropriate, raise money for the club
- Attend quarterly Committee Meetings and report on events.
- Assist to develop / update SMBC Policies as required.

Contact: Events@stmaryssharks.org.au