

## **Job description**

### **Member of Development Fund-raising team**

**AIM:** To support the club's efforts to raise the required funding, through a combination of grants, donations and loans, to enable the implementation of its 10-year plan.

**KEY RELATIONS:** Within a focussed fund-raising team of at least three dedicated volunteers, it is expected that one or more will join the main Board as a Director working with Board colleagues in the usual way. Closest working relations will be with the Chair and Treasurer, who will make themselves available to attend fund-raising team meetings, if required.

The implementation of this plan is ambitious for a member-owned club of this size and will require the participation, support, creativity and hard work of the Board, club members (of all of its sports), the staff, coaches and other stakeholders.

#### **DUTIES:**

To include, inter alia, (and to be prioritised in agreement with the Board):

- Carry forward work already begun to identify sources of grants/loans to fund the proposed capital works set out in Appendix 14 of the Business Plan.
- Prepare and, subject to Board verification and approval, submit applications to funders.
- Report the outcome of fund-raising applications, including any conditions or feedback from funding bodies, to the Board.
- Recommend to the Board new activities or any actions including changes to the Business Plan and other future strategic plans which could put the club in a better position to achieve successful funding outcomes.
- As required by funding bodies, obtain estimates of costs for drawings, plans, professional fees and building works.
- As required in relation to funding applications, contact and discuss plans with LB Bromley licensing, Environmental Health, Fire Services and the club's insurers.
- Keep the Board informed of progress including maintaining a timetable of funding applications, closing dates of funding rounds and other key milestones.
- Investigate the merits of seeking a low-interest commercial loan.
- Plan member-led fundraising events, using social media and online donations as appropriate.

**ATTENDANCE:** It will be for the fund-raising team to elect, from time to time, a chair of the fundraising team meetings who will facilitate team decisions eg, who does what and how to work together including the frequency of any meetings. As noted above, at least one member will be

invited to join the Board which usually meets about eight times a year plus attendance at the club AGM.

**TERMS:** Team members are invited to work as volunteers. As volunteers they can expect to receive reimbursement of any necessary travel and other expenses. They can expect to receive support and respect from all colleagues and, subject to prior agreement, reimbursement of any relevant training costs.