

Dubbo Touch Association

Position Description for Fundraising & Grant Coordinator

Brief description of Fundraising & Grant Coordinator Role:

This position is responsible for identifying funding sources and opportunities outside the normal DTA revenue streams that are currently provided by collection of registration and playing fees. The fundraising and grant coordinator role will be instrumental in the sourcing of external revenue to develop or upgrade facilities, equipment or training required by DTA.

Duties:

1. Brainstorm fundraising ideas and opportunities for DTA.
2. Prioritise and rank fundraising ideas and submit to the DTA committee for approval.
3. Develop a yearly fundraising plan for DTA and include in calendar.
4. Coordinate with the support of the DTA committee all fundraising ideas from the plan.
5. Identify and apply for external funding opportunities through grant with the assistance of DTA committee members.
6. Attend committee meetings on a regular basis and attend to tasks delegated at these meetings.
7. Provide support and assistance to other committee members as required.
8. Provide Working with Children Check details to the Member Protection Officer.