

JOB DESCRIPTION

POSITION	FUNDING
TERM	Elected by Members at Annual General Meeting, holds position until next Annual General Meeting.
PRIMARY OBJECTIVE	
<ul style="list-style-type: none"> To manage and develop existing funding relationships and secure new sources of funding. 	
RESPONSIBLE TO	
<ul style="list-style-type: none"> The Funding position is responsible to the Chair of the Centre, the Board and its financial members. 	
KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> GRANT APPLICATIONS AND ADMINISTRATION <ul style="list-style-type: none"> Raise funds by researching, preparing and presenting quality grant requests that are in line with RDAASW strategies. Maintain a schedule of appropriate grant opportunities and their associated reporting requirements. FUNDRAISING <ul style="list-style-type: none"> Co-ordinate and assist (collaboratively with the Board and volunteers) with fundraising activities. Act as the first point of contact for fundraising activities. COMMUNICATIONS, MARKETING AND PUBLICITY <ul style="list-style-type: none"> Maintain a database of donations/supporters. Work with the Marketing position to promote fundraising events. Ensure supporter's donations are recognized in an appropriate format. Develop relationships with individuals and businesses to encourage or increase support. Work with the Marketing position to produce communication material to maintain and enhance relationships with supporters. INTERNAL <ul style="list-style-type: none"> Provide information to Treasurer for annual budgeting. Attend meetings, conferences and events relevant to sources of funding. Prepare and present a report for each Board meeting. Keep effective records of grant applications, fundraising activities and supporter communications. 	
OTHER RESPONSIBILITIES	
<ul style="list-style-type: none"> Ensure that the Centre abides by all applicable Legislation and Statutory Requirements at all times, including the Centre Constitution and Policy Manual. Ensure the Centre aligns with the strategic direction and initiatives of regional and national bodies. Review this job description and ensure the next person taking over the role is prepared. 	