

## **Grants, Fundraising and Sponsorship Officer Roles and Responsibilities**

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All DAC Office Bearer/Executive and Committee Members must:

- At all times work to uphold and implement the Objects of DAC as outlined in Section 3 of the Constitution.
- Model and implement ideal conduct as defined by the Constitution and the *DAC Behavioural and Guidelines and Codes of Conduct*.
- Attend committee meetings on a regular basis and complete actions delegated at these meetings.
- Provide Working With Children Check details to the Member Protection Information Officer.

### **Overview of Specific responsibilities**

This position is responsible for identifying funding sources and opportunities outside the normal Centre revenue streams which are provided by collection of registration, hire fees, uniform sales and canteen revenue. The role will be instrumental in the sourcing of external revenue to develop or upgrade facilities, equipment or additional training required by the Centre.

### **Specific responsibilities**

- I. Brainstorm fundraising ideas and opportunities with the Centre.
- II. Prioritise and rank fundraising ideas and submit to the Committee for approval.
- III. Develop a yearly fundraising plan.
- IV. Coordinate with the support of the Centre committee all fundraising ideas from the plan.
- V. Identify, liaise and recruit new sponsors where required and manage sponsorship agreements.
- VI. Identify and coordinate the support of community charity causes that the Centre can support.
- VII. Identify and apply for external funding opportunities through grants.
- VIII. Apply for any external funding and grants with the assistance of the Executive and Committee members.