



<b>Document Name:</b>	
<b>Job Description: Fundraiser – Challenge Wratislavia 2019</b>	
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<b>Job Title</b>	<b>Fundraiser - CW 2019</b>
<b>Line Manager(s)</b>	Club Development Manager
<b>May Deputise for</b>	n/a

**Overview:**

The role of the volunteer fundraiser is to source means of financing the training and travel for the U15/ U13 Squad selected to represent Scotland at the Challenge Wratislavia tournament in March 2019.

The post holder will need to work with the CW Squad Manager to find out what initiatives they are putting in place such as squad training and then to market these to potential sponsors. The CW fundraiser will also need to explore community fundraising options and research trust and other funding opportunities.

This role will answer to Chief Operating Officer with support from the Club Development Manager and input from the Development Director.

**Term:** This role will end in April 2019. As these roles are new and innovative Scottish Fencing will wish the volunteer to be involved in reviewing these in April 2019.

**Core Responsibilities:**

- To lead on the development and implementation of a fundraising strategy that supports the CW Squad Manager’s plan,
- Research, identify and apply for appropriate funding that supports the training for U15/U13 squads and/ or travel costs to Challenge Wratislavia, and
- Engage with parents and squad members in identifying community fundraising opportunities.

**Qualifications and Experience**

- Good knowledge and understanding of fundraising principles or are willing to learn,
- Good networker; building and maintaining a range of internal and external relationships,
- If no fundraising experience, knowledge of marketing and or selling business proposals,
- Excellent written and verbal communication skills,
- Research skills, and
- A good knowledge and experience of using Microsoft Office applications.

**Further Requirements and Personal Qualities**

- Personable and approachable,
- Effective management and interpersonal skills with good time planning and organisational skills,

- Time commitment, the post holder will need to be able to dedicate time to face to face or Skype calls with individuals, and
- Flexibility - this position will require the successful candidate to work some evenings and weekends.

**Time commitments:**

The time commitments will be what the volunteer can bring to the role however they will need to communicate with the CW Squad Manager and Executive administrator regularly.

**Remuneration:**

As this is a volunteer position Scottish Fencing will cover mileage and related expenses. If the post holder identifies relevant training opportunities and if these are reasonable and affordable Scottish Fencing may be able to support this as personal development.