



## JOB DESCRIPTION: **FUNDRAISING OFFICER**

The Fundraising Officer is responsible for organising fundraising efforts for Roslyn playgroup.

### **Personal qualities, skills & experience:**

- good organisational skills
- event management experience a plus but not necessary

### **Tasks include:**

- attend committee meetings (last week of each term)
- present fundraising and event ideas and recommendations to the committee
- coordinate fundraising activities
- draft the year's fundraising calendar of events
- attend events whenever possible
- participate in committee discussions & decisions via email and FB committee page as needed
- other duties as needed
- assist Group Leader as needed

### **Equipment and/or resources responsible for:**

- nil

### **Estimated time commitment:**

- Average 1 hour per week

### **Remuneration**

- Free membership fees