***NOTE:  This Role Description has been provided as a guide only.  Please edit as necessary to reflect the requirements of your Club.  Please delete this message prior to circulating this document.***

**Fundraising Coordinator**

**Club Overview**:

The [Name] Karting Club is a premier destination for both Kart Racing and Recreational Karting Activities. Adhering to the vision, purpose, values, and priorities of Karting Australia, the State Karting Association, and the Club itself, our mission is to provide a thrilling and safe karting experience for enthusiasts of all ages.

**Report to**: President

**Desired Skills:**

* Proficiency in maintaining meticulous records, particularly financial ones.
* Strong organisational capabilities.
* Effective interpersonal skills and the ability to present in a group setting.
* Exemplary written and verbal communication talents.
* A high degree of enthusiasm and creativity, especially in the context of karting.
* Either already possesses a Working with Children check or is amenable to obtaining one.

**Key Roles & Responsibilities:**

1. Club Alignment: Strictly adhere to the mission, vision, values, and objectives of Karting Australia, the State Karting Association, and the Club.
2. Strategic Planning: Investigate fundraising avenues tailored to the karting community and present the Committee with a yearly fundraising plan and objectives.
3. Coordination: Take charge of all fundraising initiatives and establish a sub-committee for assistance if necessary.
4. Compliance: Secure all the necessary permits, registrations, and approvals tailored to karting events and activities.
5. Promotion & Marketing: Design karting-centric marketing tools such as flyers and posters to advertise fundraising events.
6. Community Engagement: Champion fundraising events among Club members and inspire them to garner support from their network of family and friends.
7. Digital Presence: Ensure continuous promotion of fundraising activities on all digital platforms including the Club website, social media channels, and newsletters.
8. Partnership Building: Engage Club sponsors and nearby businesses for support, potentially in the form of voucher donations or other in-kind support, keeping karting interests in mind.
9. Volunteer Management: Organise schedules for volunteers aiding in fundraising activities, ensuring they're well-versed with the karting environment.
10. Logistics: Make sure all resources necessary for fundraising, especially those specific to karting, are procured and ready.
11. Financial Supervision: Oversee the collection of all funds raised and coordinate with the Treasurer for submission. Maintain a thorough record of all financial transactions related to fundraising activities.

This role plays a pivotal part in supporting the karting community and ensuring that the club can continue to offer top-tier racing and recreational activities. We are looking for someone who is as passionate about fundraising as they are about the sport of karting!