



Job Description: Funding Coordinator

Overview

- To administer and support successful planning and execution of fundraising and grant application activities

Duties

- Attend executive meetings and provide a verbal and written report on the activity of this portfolio
- Investigate and identify applicable ANA fundraising events
- Coordinate ANA fundraising events
- Where required, collect proceeds of fundraising and turns them over to the treasurer with back-up records
- Research and identify grant applications applicable to ANA goals, and the goals of Alberta based netball clubs
- Facilitate the application for grant funding
- Working with the Marketing Director, Business Development Officer and other ANA volunteers/personnel, assist in producing a promotional pack for the use of funding applications
- Working with the Marketing Director, Business Development Officer and other ANA volunteers/personnel, assist in producing sponsorship materials
- Delegate responsibility to A.N.A. members when help is required
- Present a written report on the activity of this portfolio at the AGM and emails to Secretary for inclusion in the Google Drive



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