

## **Shifnal Bowling Club**

### **Job Description: Fund-Raising Co-Ordinator (Voluntary Role)**

#### **Role Overview**

Shifnal Bowling Club is seeking a resolute and enthusiastic Fund-Raising Co-Ordinator to help secure the future of our club and support a range of exciting development projects.

This is a vital role in ensuring the long-term sustainability of the club, by raising much-needed funds for ongoing upkeep and several initiatives aimed at maintaining the clubhouse and improving facilities — not only for our members, but also for the wider Shifnal community who benefit from our welcoming and inclusive space.

#### **Key Responsibilities**

Reporting directly to the Management Committee, the successful applicant will work collaboratively to:

- Identify and explore local and national grant opportunities.
- Lead and support grant application processes.
- Co-ordinate a variety of local fundraising events, including:
  - Raffles and family-friendly social gatherings
  - Car Boot Sales and community stalls
  - Representing and promoting the club at local events in Shifnal

The role will be fully supported by the Management Committee, with Terms of Reference to be agreed and published in consultation with the successful candidate.

#### **What We are Looking For**

While previous fundraising experience would be advantageous, we are primarily seeking someone who:

- ✓ Brings energy and enthusiasm to the role.
- ✓ Possesses strong organisational and communication skills.
- ✓ Has good IT skills, including confidence with email, online forms, and basic document handling.

This is a fantastic opportunity to make a meaningful impact in a well-established local club, contribute to community wellbeing, and help shape the future of Shifnal Bowling Club.

#### **How to Apply**

If you are interested in joining our team and making a difference, please contact the Clubs General Secretary via the link provided or a member of the Management Committee, to express your interest or request further information.