



Overview:

The Funding Coordinator is responsible for sourcing quotes, applying for funding, ensuring any funding received is appropriately spent and ensuring accountability requirements to funders are met.

The Funding Coordinator reports to the President of Christchurch United Football Club Inc.

Responsibilities and Duties:

- Develop an annual funding strategy identifying funding opportunities and proposed dates to applying for funding
- Initiate and develop ideas in conjunction with the Coaching Coordinator for items that are required for both the current and future seasons that could be funded
- Lead funding application processes while gaining assistance from other persons where necessary
- Submit accurate funding applications and accountability reports to funding providers
- Communicate with the Club Treasurer regarding funding outcomes and the spending of funding received
- Ensure that funding received is spent on approved items in the required timeframes
- Submit regular reports to the committee through the President on the progress of funding applications, outcomes, spending and accountability

Knowledge and Skills:

- Able to communicate effectively
- Be enthusiastic and have great support for the club
- Well organised
- Able to work in a logical, orderly manner
- Attention to detail
- Have knowledge in account balancing
- Able to follow task deadlines

Estimated Time Commitment:

The estimated time commitment required as the **Funding Coordinator** is 5 hours per week as and when required.