

The Role of the Funding Coordinator

The Funding Coordinator will research and write bids for funding along with generating and administering other fundraising ideas.

Duties

- Identify where funding is required.
- Build and maintain long-term fundraising relationships.
- Identify and approach potential sponsors/donors.
- Identify and seek potential funding opportunities.
- Raise awareness.
- Work with media outlets to promote the club and advertise forthcoming events.
- Engage the club and organise members in fundraising events-based activities.
- Report writing.
- Manage and update databases.
- Liaise with Treasurer.

Skills

- Ability to research, plan and devise strategies.
- Confident and effective communicator.
- Ability and knowledge to act as spokesperson for your club.
- Computer literacy and a working knowledge of Word and Excel spreadsheet is helpful.
- Creative and innovative.
- Enthusiastic.
- Good motivational skills.
- Ability to remain positive in stressful situations.
- A flexible and adaptable approach.
- Research capability.

Commitment to the Club

Most tasks, such as researching and writing bids, can be completed from home. For this, you will need your own IT equipment. However, you will need to attend committee meetings, which are held every quarter to get information about projects for which funding is required. It will also be important to attend any fundraising events held by the club and any local event as appropriate for networking.

The Club's Commitment to You

By accepting the role of Funding Coordinator, the club will provide the opportunity to increase your skills and confidence in operating as a Funding Coordinator. There are opportunities for further training and resources available to support you.

Training Opportunities

If you are new to the role and would like some advice, you can utilise the available resources or contact the Go-Ride team on development@britishcycling.org.uk for advice about how to raise funds for your club. You can also ask for advice from other members of your club, who have experience raising funds.

Supporting Resources

British Cycling, Sports Coach UK and Sport Scotland all provide supporting resources for volunteers. Resources such as PVG checks, volunteer training, posters, action plan templates, funding guides etc.
