Promotions, Fundraising & Events Coordinator

Purpose of the Role

The Promotions, Fundraising & Events Coordinator leads the charge in creating a vibrant social calendar and delivering successful fundraising initiatives that strengthen Club spirit and financial sustainability. This role ensures events and activities are well-planned, inclusive, and financially responsible—enhancing the Club's profile and community engagement throughout the year.

Key Objectives

- Develop and implement a diverse and engaging social calendar for the season and end-of-season celebrations.
- Maximise fundraising revenue through creative and approved events, raffles, and promotions.
- Support the Executive and Committee in delivering smooth, ethical, and enjoyable Club events.
- Foster broad participation across the Club community and local supporters.

Key Responsibilities

- Establish and lead a sub-committee to help plan, organise, and deliver social events and fundraising activities.
- Prepare and present an annual social events calendar before the season begins, ensuring variety and wide appeal.
- Ensure all events are financially responsible and ideally at least cost neutral, with transparent budgeting.
- Coordinate event logistics including venue bookings, catering, permits, and volunteer rosters.
- Manage the sale and distribution of tickets for events and raffles, coordinating volunteers to support these efforts.
- Organise prizes and incentives for raffles and other fundraising activities.
- Ensure all events comply with relevant legal, ethical, and Club policies.
- Prepare reports on the success and financial outcomes of all fundraising and promotional activities for Committee review.
- Act as the main liaison between the Committee, Club members, volunteers, suppliers, and other stakeholders involved in events.

Key Relationships

- Reports to: Club President and Secretary
- Works closely with: Club Committee members, volunteers, suppliers, and sponsors
- Liaises with: Players, parents, and wider community participants supporting raffles and events

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Ideal Skills & Attributes

- Energetic, outgoing, and skilled in event planning and coordination.
- Excellent communication and team leadership abilities.
- Strong organisational and budgeting skills.
- Comfortable motivating volunteers and managing multiple tasks simultaneously.
- Creative mindset with a passion for community engagement and fundraising.
- Ability to work within Club policies and regulatory requirements.

How to Apply

Interested in stepping into this rewarding leadership role?

Email kawanaparkeaglesafl@gmail.com your nomination by 8 October 2025

We encourage applications from people of all backgrounds, particularly those passionate about community sport and inclusive leadership.