



## **Bermuda Cricket Board**

### **BCBNA Fundraising Coordinator**

#### **Job Description**

The Bermuda Cricket Board is seeking a volunteer Fundraising Coordinator to plan and coordinate the BCB National Academy players and parents (BCBNA) to raise funds for a cricket and cultural awareness tour to the UK in July/August, 2013. The aim of the BCBNA is provide talented young cricketers with a comprehensive program to enable them to develop into outstanding cricketers whilst at the same time providing players with the life-skills training which are key to developing our young players into well-rounded individuals both on and off the field.

#### **Description**

The Fundraising Coordinator for the 2013 UK tour will organise and implement a successful fundraising strategy and plan in collaboration with the Marketing Manager and the National Coach. The Coordinator will be responsible for organising the parents and players to develop and implement a fundraising plan and assist in the supervision of the activities (along side the parents and coaches).

#### **Duties include:**

- brainstorm fundraising ideas with the parents and National Coach
- attend monthly strategy meetings with parents and National Coach
- plan and lead the execution of all fundraising efforts
- organise the parents and players to attend the events
- manage the parents and players during the fundraising events

#### **Qualifications**

- must be over 18
- experience or knowledge of fundraising
- be confident and able to supervise and manage a team of volunteers (parents and their children between the ages of 10-18)
- be an independent, self-starter willing to take initiative on project development
- strong interpersonal skills
- must be creative, energetic, organised and enjoy working with children aged between 10-18
- a knowledge of cricket is not necessary!

#### **Duration**

The fundraising time period is between January 2013 – July/August 2013. The first planning meeting is scheduled for January 17, 2013.

#### **Time Commitment**

- Planning the fundraising activities between 3–5 hours per week can be done from home (flexible)
- One or two meetings a month with National Coach and parents during an evening from 5.30pm-6.30pm
- One meeting a month with the Marketing Manager and/or National Coach to discuss the progress of the program (1-2 hours flexible).

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- Attendance during the fundraising activities 10-20 hours per month (depending on the event) will most likely occur during weekends.

**Benefits to volunteer**

You will gain valuable experience as a volunteer and fundraising coordinator. Education opportunities may be provided if courses are available and are within budget. Knowing that you are volunteering your time to help keep young boys and girls stay active and involved in a sport that they love and on the right path to a successful future!

**Reports to:** Fiona Holmes, Marketing Manager

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