

**SPORTCHEER SCOTLAND
NATIONAL TEAM
FUNDRAISING MANAGER ROLE DESCRIPTION**

ROLE DESCRIPTION

Role Title: Fundraising Manager

Location: Centre 81, 2-16 Braes Avenue, Whitecrook, Clydebank, G81 1DU

Position Type: Voluntary

Duration/Term: June 2025 – May 2026

Commitment: Monthly meetings with fundraising committee to ensure progress Variable hours off site coordinating events/initiatives and carrying out admin tasks

Responsible to: SportCheer Scotland National Team Director

Role Summary

The Fundraising Manager will be responsible for managing the fundraising efforts for a Unified Team Scotland and offering support to Allstar bid teams.

Main Responsibilities

The Kit Manager will manage the merchandise, uniform and props for Team Scotland athletes, coaches and spectators by carrying out tasks including but not limited to;

- Co-ordinating and keeping accurate records of all merchandise and uniform orders including sizes, payment dates and delivery dates.
- Working with Team Management to ensure all kit payments and communications are complete in a timely fashion
- Working with Team Scotland Manager and Team Coordinators to ensure all uniform and props are paid for, ordered and delivered to athletes/spectators.
- Working with Team Scotland Manager, Fundraising Manager and Team Coordinators to ensure adequate funds for purchase of uniform and props.
- Scope out potential suppliers and kit options to present to National Team Committee
- Point of contact for athletes, parents/guardians, spectators and coaches for kit related queries
- Abiding by ICU code of conduct and representing SportCheer Scotland in a professional manner
- Attending Team Scotland events i.e. fundraisers and performances in support of the wider Team

The Fundraising Manager will manage the fundraising efforts of Team Scotland by carrying out tasks including but not limited to;

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- Oversee a fundraising committee which will aim to limit all costs associated with trips to ICU World Championships and other competitions deemed appropriate by the National Team Committee
- Coordinate and chair meetings for the fundraising committee
- Work with fundraising committee to plan and deliver fundraising initiatives including Team Scotland annual ball.
- Co-ordinating and keeping accurate records of all monies raised including income and expenditure as well as athlete allocations
- Work with SportCheer Scotland Treasurer to ensure accounts reflect monies raised
- Working with Team Coaches to ensure all fundraising communications are completed in a timely fashion
- Point of contact for athletes, parents/guardians, spectators and coaches for fundraising related queries
- Abiding by ICU code of conduct and representing SportCheer Scotland in a professional manner
- Attending Team Scotland events i.e. fundraisers and performances in support of the wider Team

The responsibilities within this role will likely evolve during the season with the changing needs of the National Team.

Skills and Experience required:

- Volunteers should have enthusiasm and enjoy working with people.
- Excellent communication skills verbal and written are essential
- Good to excellent IT skills
- Planning and organisation skills.
- Budget management experience desirable

Benefits:

- Being part of Scotland's national cheerleading team.