



Position Description

POSITION TITLE: Sponsorship and Grants Officer
REPORTS TO: AFMW President, AFMW Council

PURPOSE OF POSITION

This volunteer position offers fantastic opportunities to develop your communication, negotiation and marketing skills as well as confidence and initiative, as well as your computer and internet skills (including website content management). An ideal position for an enthusiastic and motivated individual, the position will also allow you to develop a depth and breadth of understanding of Australian women's health and professional issues facing female medical students and doctors.

KEY ACCOUNTABILITIES

To the AFMW President, AFMW Council, AFMW Members

RESPONSIBILITIES

Develop and maintain relationships with external parties, i.e. sponsors, as well as key non-financial supporters of AFMW, to ensure adequate funding and support for the organization.

Encourage and support sponsors by creating tailored sponsorship packages for interested parties; and ensure non-competitive sponsorship.

Liaise with other relevant committee members, in particular the Executive and Newsletter Editor to ensure that sponsors are well looked after.

Ensure all Council members are aware of sponsor activities and rights, and ensure that sponsors are formally acknowledged.

Liaise with Treasurer for sponsorship invoices.

Work with the Treasurer to follow up on sponsorship debtors.

Attend AFMW Council meetings and provide a report on activities.

Identify possible sources of grant funding; work with Council to identify appropriate grants.

Take a lead role in coordinating the submission of grant applications.

This is a non-voting Council role.

REQUIRED ATTRIBUTES

Excellent written and verbal communication skills

Excellent organisational skills

Proactive

Committed

Loves building relationships

Australian resident

DESIRABLE ATTRIBUTES

Member of the Australian Federation of Medical Women

Knowledge of issues affecting Australian health and medical women

Previous involvement in volunteer or not-for-profit organisations or committees

KEY INTERNAL RELATIONSHIPS

Important relationships within AFMW are with the following individuals and groups:

AFMW President – president@afmw.org.au

AFMW Secretary – secretary@afmw.org.au

AFMW Webmaster – webmaster@afmw.org.au



Australian Federation
of Medical Women
the voice of australian medical women