

Committee Member Position Description	
Committee Member:	Funding and Sponsorship Officer
Board Support Member:	Paula Zrilic
1. Purpose of Position	
<p>The Wollondilly Women In Business (WWIB) network is a Not For Profit-Profit Organisation conducted by a committee of volunteers and Board Members, aiming to improve professional development opportunities and empower women in business across the Wollondilly region. All work and activities conducted with WWIB are in alignment with the values of inspiring supporting and encouraging women in business.</p> <p>The purpose of the Funding and Sponsorship position is source and write grant applications and to identify other funding/ sponsorship opportunities for WWIB to secure funding for training, events and initiatives.</p>	
2. Responsibilities	
<ul style="list-style-type: none"> 2.1 Research grant opportunities and write grant applications; 2.2 Identify sources of funding options and apply in consultation with the WWIB Committee and Board; 2.3 Liaise with the business community for sponsorship opportunities; 2.4 Assist with the coordination of the Annual Event; 2.5 Write reports and various business documentation; 2.6 Attend Committee meetings and WWIB events; 2.7 Positively contribute to WWIB strategic direction; and 2.8 Ad hoc duties as required. 	

3. Selection Criteria

- 3.1 Demonstrated experience producing business documentation with high attention to detail and ability to liaise with various stakeholders, representing WWIB professionally and positively.
- 3.2 Excellent written and verbal communication with the ability to work collaboratively with team members;
- 3.3 Ability to demonstrate WWIB values and to maintain privacy and confidentiality;
- 3.4 Ability to build positive relationships with the Wollondilly community, Committee Members, Board Members and other stakeholders;
- 3.5 Demonstrated time management and organisation skills.;
- 3.6 Maintain current membership with WWIB.

4. Approval & Review

Approved By:	WWIB Board	Review Date:	January 2019
Committee Member Signature and Date:		Date:	