

Role Profile: Fundraiser / Grants Application Manager

Purpose of the Role

To lead and coordinate all fundraising and grant application activity across the club, securing sustainable income streams to support rugby development, facilities, and community programmes.

The role is responsible for identifying funding opportunities, preparing and submitting high-quality grant applications, and working collaboratively across the club to maximise revenue generation in alignment with Scottish Rugby Union initiatives and wider community funding frameworks.

Reporting Line

- **Reports to:** Treasurer
 - **Treasurer reports to:** Club Board
 - **Works closely with:**
 - Bar Convenor
 - Sponsorship Convenor
 - Social Convenor
 - Director of Youth Rugby
 - Director of Senior Rugby
 - Club Secretary
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Scope of the Role

- All fundraising and grant activity across the club, including annual Scottish Rugby grant funding
 - Capital projects (e.g. facilities, infrastructure)
 - Revenue funding (e.g. programmes, equipment, development initiatives)
 - Community and participation-based funding opportunities
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Key Responsibilities

1. Fundraising Strategy & Planning

- Develop and implement a structured fundraising strategy aligned with club priorities by liaising with Treasurer, DOR and MRFC Board
 - Identify short-, medium-, and long-term funding opportunities
 - Support delivery of a diversified income model including:
 - Grants, including from Scottish Rugby
 - Community funding
 - Events (in conjunction with Bar and Social Convenors)
 - Sponsorship alignment (with Sponsorship Convenor)
 - Contribute to the club's overall financial sustainability
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2. Grants Identification & Application

- Research and identify suitable grant funding opportunities from the likes of:
 - Scottish Rugby Union funding programmes (e.g. growth & participation funding pots)
 - SportsScotland
 - National Lottery Community Fund
 - Local authorities and community trusts
 - Lead the preparation and submission of grant applications
 - Ensure applications are:
 - High quality
 - Evidence-based
 - Aligned with funder priorities
 - Manage application timelines and deadlines
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3. Stakeholder Engagement & Collaboration

- Work with internal stakeholders to identify funding needs, including:
 - Youth and senior rugby programmes
 - Facilities and infrastructure
 - Community outreach initiatives
 - Collaborate with:
 - Director of Rugby (alignment with rugby related grants)
 - Bar and Social Convenors (events and fundraising activities)
 - Sponsorship Convenor (alignment with commercial income)
 - Build relationships with external funding bodies and partners, including East Lothian Council
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4. Fundraising Delivery (Non-Grant)

- Support and coordinate club fundraising initiatives such as:

- Events
 - Community campaigns
 - Donations and crowdfunding
 - Ensure fundraising activity aligns with club guidelines, values and brand
 - Support volunteers involved in fundraising delivery
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5. Financial Oversight & Accountability

- Work with the Treasurer to:
 - Track funding income and allocation
 - Ensure appropriate use of restricted funds
 - Support budget planning linked to funded projects
 - Ensure compliance with funding conditions and reporting requirements
 - Follow the Club code of conduct at all times and help to ensure that other members do the same.
 - Adhere to the Club branding guidelines
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6. Monitoring, Reporting & Compliance

- Maintain records of:
 - Applications submitted
 - Funding secured
 - Outcomes and impact
 - Complete post-award reporting to funders, including:
 - Financial reporting
 - Impact measurement
 - Ensure that any other Funders requirements are met
 - Provide updates to the Treasurer and Club Board covering:
 - Funding pipeline
 - Success rates
 - Key risks and opportunities
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7. Community Impact & Development

- Ensure funding applications reflect the club's role as a community hub
- Promote initiatives that:
 - Increase participation (especially youth and girls' rugby)
 - Improve accessibility and inclusion
 - Strengthen community engagement
- Align funding bids with national and local sport development priorities

Key Skills & Experience

- Experience in fundraising and/or grant application writing
- Strong written communication and attention to detail
- Ability to manage multiple applications and deadlines
- Good financial awareness and understanding of budgets
- Strong organisational and project management skills
- Ability to engage and collaborate with a range of stakeholders
- Knowledge of community sport funding landscape (desirable)

Key Attributes

- Proactive and self-motivated
- Analytical and detail-oriented
- Strong interpersonal and relationship-building skills
- Creative in identifying funding opportunities
- Committed to community sport and club development

Time Commitment

- Flexible, project-based workload
- Peaks around grant deadlines and major funding opportunities
- Additional time for planning, stakeholder engagement, and reporting

Success Measures

- Value of funding secured (grants and fundraising)
 - Number and quality of successful applications
 - Alignment of funding with club strategic priorities
 - Effective delivery and reporting of funded projects
 - Contribution to long-term financial sustainability
 - Positive impact on participation, facilities, and community engagement
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