
Title

Raffle/Auction Coordinator, aka Major Gifts Coordinator

Purpose

To seek and manage in-kind donations to that will help raise more funds during our events.

Qualifications

- Prior experience in database coordination and management
- Proficient in Microsoft Office applications and Google applications
- Superior analytical and organization skills
- Detail oriented with organizational and follow-through abilities
- Service and goal oriented
- Work outdoors
- Excellent oral and written communication skills
- Strong interpersonal skills and ability to work creatively, collegially and collaboratively. Ability to work effectively with and provide prompt, courteous customer service to all constituents.
- Must be able to work independently, exercise sound judgment, and handle confidential matters with discretion
- Prior experience in working with benefit auction events is a plus
- Able to lift up to 50 lbs.
- High School Diploma or equivalent

Time Requirements

8-12 hours per event; plus flexible time fundraising

Start/End Date or Term Length

Per event; 3 months prior to Road Warrior Corp. Events

Responsibilities/Activities

The ideal candidate will have excellent computer skills, extensive database experience, superior analytical skills, strong customer service skills, and be a team player comfortable in a fast-paced environment. This position manages the Raffles/Auction database, which includes: data input, gift entry, queries, exports, reports and lists. Ideally, we are looking for someone with great speaking skills that could acquire in kind donations from the surrounding community to raffle/auction during our events. Auction Day Team members work at our events and have interaction with winning bidders. Applicants should be able to see themselves participating in the auction day process; including to but not limited to the following:

- Auction set up and tear down
- Registration of all bidders following guidelines
- Customer interaction during the completion of sales contracts
- Verification of certified funds received
- Data collection and QA of information

Evaluation

There would be weekly meetings where progress will be discussed and evaluations would be reviewed monthly.

Performance Measures

Of Items collected per month: 5-7 Fair; 8-9 Good, Excellent 10+; Participation during event will be analyzed

Probationary Period



Our probationary period for this position is one month long; during which the board members carefully consider whether you're meeting our standards and expectations of the job and if you should be retained by the Road Warriors Corp as a "regular" volunteer/employee.

Benefits

Learn about our organization; See if this a career path for you; Networking opportunities; May lead to a permanent employment opportunity; Gain Experience; Gain new skills; Strengthen your CV; Help People; Service Hours; Thanks/Rewards; Contribute to our Goals; Approved Reimbursements

Orientation/Training

Adequate training will be provided to ensure that all new staff, students, and regularly scheduled volunteers have the knowledge base to work in their agreed position.

Supervisor

Latisha "Lety" Gonzalez; Executive Administrator

Reimbursement Procedure

A proof of the expense should be submitted in writing (may be in the form of receipt). The supervisor and board members will review the expense to determine whether it is valid. Once approved a reimbursement will be arranged with associated parties.

Grievance Procedures

The grievance will be submitted in writing. The supervisor and board members will review the grievance to determine whether it is valid. Then a discussion of complaint with associated parties.

Anti Discrimination Statement

The Road Warriors Corp. does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Confidentiality Statement

All Road Warrior Corp information, beneficiary information, employee/volunteer records, financial and operating data of the practice, and any other information of a private or sensitive nature are considered confidential. Confidential information should not be read or discussed by any one unless pertaining to his or her specific job requirements. The unauthorized disclosure of the confidential information by employees/volunteers can subject each individual involved to civil and criminal liability. Disclosure of confidential information to unauthorized persons, or unauthorized access to, or misuse, theft, destruction, alteration, or sabotage of such information, is grounds for immediate disciplinary action up to and including termination.