1. HELP US MOVE IN EVENT COORDINATOR

Responsible for overseeing and managing all aspects of the Family Promise of Metro East Silent Auction. The proceeds of the auction will be used for our Move In Fund, that will help families with move-in costs such as deposits and first and last month’s rent. The Coordinator is detail-oriented, has a calm demeanor, has good people skills, functions well under pressure, and is able to handle any crisis that may arise. Duties could include overseeing all aspect of our first annual auction. This could include volunteer recruitment, sponsor identification and development, obtaining, organizing and storage of auction items, auction website development and upkeep, and marketing. Time commitment is 3 hours per week at first, with more as the date of the auction nears. The auction will be held on June 11-18th.

2.. PROCUREMENT TEAM MEMBER – Need 4 or more

Procurement team members solicit auction donations based on the goals for Family Promise of Metro East online auctions.

Following the initial ‘Wish List’ brainstorming session, create a contact list of prospective donors and may include creating an action plan as well as a reporting mechanism to keep all team members, staff and board up-to-date on procurements.

Upon securing a donation, mark it on a collaborative spreadsheet and arrange for delivery or pick up of the item.

Time commitment of at least an hours a week until the auction on June 11th, although more could be helpful.

3. PROCUREMENT RECORDER

This person receives items from the Procurement Team along with the accompanying auction procurement form. The item is assigned a auction item number and corresponding numbered label that will remain attached to the item until it has been sold, paid for, and delivered to the buyer. The item number will also be added to the procurement form before it is handed over to the Software Data Specialist.

Only one person should fill this role to ensure tight control over what is being received and recorded. This person may also write thank-you letters to donors and issue official tax receipts if applicable.

5. INVENTORY MANAGER

The Inventory Manager is responsible for the secure storage of auction items. He or she ensures a numbered tracking label is affixed to each item, and places auction procurement forms in one of two folders:

ITEMS RECEIVED or ITEMS PENDING (for items yet to be received). This person follows up on items not yet received.

He or she will follow up on all items not picked up or delivered within a set time-frame.

6. Auction Software Data Entry Specialist

This person(s) need to be detail oriented and able to enter information provided by the donor/procurement volunteer to create an item in the software system. They must be willing to take the time to learn the system if they are not already familiar with it. Items to be entered are:

● Title of auction item

* Item Number

● Description of auction item (use bullet points to clearly convey key information – avoid long, wordy descriptions)

● Inventory control number (corresponds with number on tracking label affixed to item)

● Terms and conditions (blackout dates, etc.) if applicable

● Donor information

● Minimum bid increment (between $5 and $20 is generally recommended)

● Value of item (optional and not always recommended)

● If the item is a stand alone item or to be part of “basket”

* + May include finding appropriate picture to upload for auction website and printed catalog

This person will also contact auction procurement individual and/or donors for missing information. This person may also write thank-you letters to donors and issue official tax receipts.