

Organization Name

SAMPLE

Auction and Raffle Chair Job Description

Volunteer Reports To: Susan Smith, Development Manager

Summary: The Auction and Raffle Chair is responsible for soliciting and obtaining donations to be raffled and/or auctioned for the (Event Name) as well as acting as a spokesperson for the event.

Essential Duties and Responsibilities:

- Must learn the goal and purpose of the event along with the appropriate messaging.
- Obtain 10 items for raffle at event
- Obtain 3 items for live auction at event
- Coordinate logistics for raffle with Development Manager
- Coordinate the delivery of all donations to event venue or (Organization Name) office
- Be a spokesperson for the event
- Provide input into the event as needed

Requirements:

- Good communication skills, both verbal and written
- Good leadership skills
- Attend committee meetings

Benefits:

- The knowledge that you are part of a team who is committed to the promise to (organization's goal or mission statement)

*We can't do it without you!
Thank you for being part of our team.*