



# SAN FRANCISCO BAY BIRD OBSERVATORY

## Volunteer Position Description

<b>Position Title</b>	<b>Auction and Prize Donation Procurement Volunteer</b>
<b>Purpose</b>	The Auction and Prize Donation Procurement Volunteer oversees all aspects of obtaining the items - to be sold at the silent auction and given as top prizes for Fall Challenge Fundraisers - at the Annual Meeting event. This volunteer works with the Silent Auction Manager to ensure that all donation procurement planning, execution, and follow-up is conducted in a timely basis.
<b>Location</b>	Work from home, and traveling to collect donated items.
<b>Term</b>	Appointment is for six months, May through October
<b>Time Commitment</b>	SFBBO asks for an average of 1 hour per week with additional hours in the 2 months approaching the event: approximately 5 hours per week in the last month before the event and the week after the event.
<b>Key Responsibilities</b>	<p>The Auction and Prize Donation Procurement Volunteer will perform the following and/or manage volunteers who will perform the following functions:</p> <ul style="list-style-type: none"><li>• Solicit donations by mailing solicitation letters from the templates and donation lists provided by SFBBO</li><li>• Follow up mailed solicitations with a telephone call to secure the donation and arrange for a pick-up time</li><li>• Pick up all donations and store them until Silent Auction day</li><li>• Prepare all donations for display</li><li>• Deliver auction items to the Silent Auction venue on the day of the event</li><li>• Create an accounting system which includes those solicited, donors, value of donation and item(s) donated</li></ul>
<b>Qualifications</b>	<p>The Auction and Prize Donation Procurement Volunteer should be able to do the following:</p> <ul style="list-style-type: none"><li>• Sales or fundraising experience</li><li>• Work proactively and independently, communicating with and taking direction from the Silent Auction Manager and SFBBO staff</li><li>• Promote the mission and activities of SFBBO with enthusiasm and willingness to have fun with the event</li><li>• Basic computer skills and access to a computer</li><li>• Have a valid driver's license and insurance</li><li>• Have space and willingness to temporarily store donations</li></ul>
<b>Training &amp; Support</b>	SFBBO staff provides ongoing support and recognition throughout the year
<b>Advisor</b>	Melanie Kimbel, SFBBO Development Director, <a href="mailto:mkimbel@sfbbo.org">mkimbel@sfbbo.org</a>