

# San Francisco Bay Bird Observatory

*Birds, Science and Community*

524 Valley Way, Milpitas, CA 95035  
(408) 946-6548 www.sfbbo.org

## Volunteer Position Description

<b>Position Title</b>	<b>Prize Procurement Volunteer</b>
Purpose	Prize Procurement Volunteers perform all aspects of obtaining the in-kind donations that will be awarded as prizes at the SFBBO Annual Meeting event in October. Prizes will include things like bird-related art, crafts, books, trips, and equipment, and will be awarded for the Annual Meeting Raffle Event, and to CFC Fundraising Competition winners, Mewaldt Cup winners, Trip Leader prizes and thank you gifts, and other volunteer thank you gifts. Prize Procurement volunteers work with SFBBO staff to ensure that all prize procurement activities are conducted professionally and on a timely basis.
Location	Work from the SFBBO office and/or your home, and traveling to collect donated items.
Term	Appointment is for six months, May through October (flexible)
Time Commitment	SFBBO asks for an average of 4 hours per week in May and June, and approximately 2 hours per week in July, August, September and October. You are welcome to spend more time than this.
Key Responsibilities	Prize Procurement Volunteers will perform the following functions: <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 an email and/or telephone call to secure the donation and arrange for a pick-up or delivery time</li><li>• Pick up or receive delivery of all donations and store them in a secure place</li><li>• Prepare all prizes for display</li><li>• Deliver prizes to the Annual Meeting venue – date and location TBD</li><li>• Maintain a spreadsheet which includes those solicited, donors, value of donation and item(s) donated</li><li>• Work as a team member with other SFBBO volunteers and staff</li></ul>
Qualifications	The Auction and Prize Donation Procurement Volunteer should have or be able to do the following: <ul style="list-style-type: none"><li>• Sales or fundraising experience</li><li>• Work proactively and independently, communicating with and taking direction from the 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, experience with Microsoft Word and Excel, and access to a computer</li><li>• Valid driver's license and insurance</li><li>• Space and willingness to temporarily store donations</li></ul>
Training & Support	SFBBO staff provide training, ongoing support and recognition throughout the year
Advisor	Melanie Kimbel, SFBBO Development Director, <a href="mailto:mkimbel@sfbbo.org">mkimbel@sfbbo.org</a>