



SPARK BOARD Online Auction Chair

The SPARK Spring Online Auction is one of the Foundation's largest fundraisers. This event generates over \$100,000 through a one-week online event where community members bid on items donated by local businesses and purchase spaces at social events hosted by families, teachers and school staff.

Work for this position will begin in mid-December and continue through the end of March 2019. The Online Auction will open on Tuesday, March 12 and close Monday, March 18.

Primary responsibilities include:

- Working directly with the SPARK Executive Director and collaborating with the Marketing Lead, Administrative Assistant and SPARK Board members to serve as the main point of contact for this event
- Oversight and management of team of volunteers to coordinate all aspects of Online Auction including:
 - Soliciting donations
 - Organizing and tracking donated items
 - Data management through online auction software (Ready, Set, Auction)
 - Serve as primary contact for bidders questions/troubleshooting while Online Auction is live
 - Organize and distribute items to winning bidders
- Collaborate with Marketing Lead on editing process for auction catalog
- Maintain communications with Party chairs for data entry into

Additional Responsibilities:

- Attend monthly Board meetings (January-April) to provide updates and request assistance as needed from SPARK Board members
- Be a SPARK advocate and resource for members of the community