

Ronald McDonald House Charities® of the Intermountain Area, Inc.
JOB DESCRIPTION

Title: Gala Assistant – Live and Chairman’s Choice Auction Oversight
Current Employee: Open
Team: Development and Marketing
Reports To: Development Director
Classification: Temporary, Part-Time, Non-Exempt
Hours: Variable hours
Compensation: Starting at \$17.00/hour
Pay Grade: B

THE POSITION:

Job Description:

The Gala Auction Assistant is a key member on the RMHC Gala team. She/he/they works closely with the Development Director and the Database Assistant to make sure all Live and Chairmans Choice items are accurately entered, stored, tracked, and packaged. This position will also be expected to support the Live and Chairmans Choice team in procuring items for the auction. This position requires availability during the weekend of the April gala, attendance at the event, post-event follow-up tasks, update in-kind call lists, coordinate follow-up communications, and assisting with the gala volunteer appreciation event. This seasonal position will start no earlier than January 1st each year and extend no later than May 31st. This position will see increased hours required in the month of April in preparation for the event.

PRIMARY DUTIES AND RESPONSIBILITIES

Auction Support

- Lead out on Live and Chairmans Choice Auction in procuring items/packages
- Assist Development Director in organizing Gala Live and Chairman's Choice
- Tag each item with assigned item number
- Group like items into packages based on category
- Name package and provide description in database
- Physically group items together in bag or container and attach package number
- Assist in planning/implementation of volunteer appreciation event

Event Preparation and Logistics

- Receive auction database training
- Access and navigate database system
- Assist in organizing items in storage
- Ensure that packages are in correct category and have correct number for category
- Enter items into database when donor forms are received
- Attend and assist in auction transport, set up, and tear down

Administrative Responsibility

- Copy necessary paperwork to be filed in Auction Item Binder
- Review items received in database (time intense January – March)
- Be mindful of Live and Chairmans Choice Auction goals set for packages (i.e.: total number and values)
- Upload stock photo of item into the database when appropriate
- Ensure that all packages are correct in auction database system and that all information correlates, and attend and assist in silent auction set up (day of)
- Assist in follow-up communications and list clean-up
- Other gala duties as needed

Work Conditions and Physical Requirements:

- Ability to lift and/or move up to 10 pounds
- Most work is conducted in an office environment, with the responsibility to use personal or RMH vehicle for office related errands
- Must own personal vehicle
- Must maintain a valid driver's license

THE PERSON:

Experience Required:

- 1+ year of professional work experience, preferably in data entry or database management
- Experience working with volunteers, committees, or event planning processes is strongly preferred

Skills Required:

- Exceptional verbal, written and interpersonal communication skills
- Excellent organizational skills and meticulous attention to detail
- Strong interpersonal skills
- Cultural competency to effectively work among wonderfully diverse staff, volunteers and guests
- Ability to work well under pressure and maintain deadlines
- Adhere at all times to RMHC's stewardship policy and maintain strict confidentiality with privileged donor information. The ability to maintain confidentiality is essential.

Background Check and 1-9 Requirements

- Ability to successfully pass criminal background/sex offender registry check and receive work authorization through the 1-9 system

Additional requirements

- Willingness to meet RMHC immunization requirements due to proximity with vulnerable patients and their families.

The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties, skills required to perform the work.

Ronald McDonald House Charities is an equal opportunity employer and values a diverse workplace.