

Community Jazz Gala

Fundraising Event Volunteers

Special Events, Social, Fundraising, Entertainment, Administration

The Community Jazz Gala is a jazz and wine inspired fundraiser being held February 10th, 2012 at the Wardroom- Officer's Mess CFB Esquimalt. The funds raised by this annual fundraiser are to support the Fairfield Gonzales Community Association (FGCA), which is an Association that provides affordable, local and quality services for families, children, youth and adults. The FGCA offers a multitude of programs, ranging from preschool and before- & after school care to youth drop-ins and recreation. The FGCA is an integral part in maintaining a neighborhood-driven, environmentally-conscious place to live, work and play and we are seeking Special Event Volunteers to be active member of this association.

JOB DESCRIPTION

Reporting directly to Special Event Coordinator the successful candidate will provide support to the Community Jazz Gala in the following ways: Assist in planning and executing a silent/ live auction. Assist in completing follow-up calls to potential donors. Maintain accurate records: Ensures that all donor gift information is recorded, tracked, and communicated in an accurate and timely manner for reporting and other purposes. Liaises with partner agencies to ensure that appropriate recognition has been prepared and communicated. • Attend Event Committee meeting and volunteer training sessions. Volunteer the day of the event (Feb 10th, 2012) Roles may include: checking guests in, volunteer coordinator, wine tasting coordinator, auction assistant, coat check. Participating in the bottle drive, which supports the event. Postering for event and being involved in executing various marketing tasks. Communicate with Coordinator, staff and other volunteers to promote an open, collaborative environment.

REQUIREMENTS AND QUALIFICATIONS

Experience in fund development, fundraising, special events, or donor/sponsor relations. Self-directed, self motivated and able to multi-task within a team setting. Ability to foster and manage donor relations alongside other volunteers and the Coordinator. Phone etiquette and friendly presentation • Excellent inter-personal and customer service skills. • Strong written and oral communication skills. Excellent working knowledge of Microsoft Office: Specifically Excel, Word, PowerPoint . Criminal Record Check. Minimum 19 years of age

10 hours/week (Inclusive of committee meetings once a week TBA - usually Mondays 11:30am)
Volunteer shifts are flexible based on your availability:
Ideally 2 hours a day 12:30-2:30 (suggested time)