



# Special Item Procurement Chair

## Role Description

The Special Item Procurement Chair should be able to think outside of the box to find exciting and unique items for our auction. While Center staff coordinates the solicitation of smaller repeat items, the SIP Chair will be charged with securing bigger items, special experiences, and exciting vacation packages. They will also be in charge of procuring items for the Big Night Out raffle.

The first principle of a successful auction is to procure great quality items that people will want. The best items are unique experiences, fun activities, and “priceless” items. Be creative! Know a coworker with a mountain house, or a local chef who can teach a cooking class? Maybe you know someone with a special skill to teach or who’s willing to give up some of their season tickets to a ball game. It’s up to you to inspire the committee to think about who they know. Each person has the ability to leverage their relationships to find people who’d be willing to help procure quality items. Keep in mind that all donations are tax deductible!

NOTE: Interns (supervised by Center staff) will be responsible for soliciting smaller, repeat items.

### Specific Job Duties:

- Brainstorm on your own and with the committee for a list of auction package ideas.
- Track all asks and ideas in google docs spreadsheet.
- Solicit donations for the drawing prize.
- Solicit or encourage solicitation of large and/or unique items and special packages.
- Follow up with team and donors to make sure item is received and/or certificate is created.
- Complete donation form for each item donated and make sure all essential info is included for online description.