



JOB DESCRIPTION

RCS employs Christian professionals and educators who are innovative, creative, nurturing, and relational. If you are gifted in fostering curiosity about learning, engaging student participation, developing critical thinkers, and building student leadership in a safe and trusting environment, we welcome you to consider a career at Rainier Christian Schools.

Title: **Auction Coordinator**
Salary: 10% commission of net income
Reports to: President
Evaluation: Performance will be evaluated in accordance with accomplishment of fundraising targets and this Job Description.

BASIC FUNCTION

The Auction Coordinator is responsible for coordinating and facilitating all aspects of RCS's signature fundraiser, the annual auction. The outgoing auction coordinator is available to offer limited guidance and knowledge of the auction's history.

REQUIRED PERSONAL QUALITIES

- Have a personal relationship with God through faith in Jesus Christ
- Believe that the Word of God is the standard for faith and daily living
- Be a Christian role model in attitude, speech, and actions toward others
- Be a regular attendee at a Bible believing church
- Exhibit love and grace in their relationships

ESSENTIAL FUNCTIONS

- Reflect the Christian values and mission of the organization to both internal and external community
- Identify and solicit new and previous year's donations for auctions to meet annual auction revenue objectives
- Work with staff, board, and community partners to identify and procure donations consistent with local fundraising goals and non-profit standards
- Work with President, District Office staff, Principals, Administrators and teachers to assure overall success of events and meet financial goals
- Develop strategic alliances with businesses and individuals in the community to support the organization
- Manage all aspects of implementing multiple silent and live auctions including create and coordinate marketing materials, paragraph write-ups, bid sheets, correspondence materials, thank you letters, event materials, online auction platforms, etc.
- Secure miscellaneous donations to keep event costs down
- Maintain detailed, accurate and thorough record keeping and tracking for various accounts
- Accuracy, attention to detail and completeness are critical
- Create relevant collateral materials for marketing assigned projects

- Ability to work independently and in a collaborative setting to assist with various projects, including but not limited to; luncheons, recognition events, board meetings, receptions and fundraising events
- Maintain confidentiality
- Attend staff meetings
- Develop and maintain a positive rapport with community and business representatives, donors, alumni and others

PREFERRED QUALIFICATIONS

- 2 Years Event Auction work-related experience
- Successful demonstrated fundraising and procurement results
- Proficient in all MS Office, with emphasis on Excel and Publisher
- Sales/marketing experience and/or excellent communication skills
- Ability to work both independently and as part of a team
- Excellent organizational skills and attention to detail

PHYSICAL / MENTAL REQUIREMENTS

- Respectful towards others
- Dependable
- Meet expected deadlines
- Ability to be flexible and adjust to changing priorities
- Able to work within ambiguity
- Excellent time management skills
- Frequently required to sit, talk, hear, bend, stoop, twist, turn, reach, carry, pull push, walk and stand, lift and carry light weights (25-50 pounds); occasionally required to reach with arms and hands,
- Think innovatively when tasks are not governed by standard practices

The purpose of this job description is to describe the basic function, major responsibilities/tasks, and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees. This job description is not meant to inhibit employee creativity or innovation. It may be revised when necessary.

Rainier Christian Schools has a racially nondiscriminatory policy. Rainier Christian Schools does not discriminate against applicants and employees on the basis of race, color, or national/ethnic origin.