



Position: Gala Procurement Volunteer

As our Gala Procurement Volunteer, you will play a crucial role in acquiring silent auction items for our upcoming 19th annual Steel Toes & Stilettos Gala. Your efforts will directly contribute to the success of the event, helping us raise funds to support local families in need of safe and affordable housing.

This volunteer opportunity offers the chance to engage with local businesses, foster community relationships, and make a meaningful impact through your contribution. **What's more? This volunteer position can be done 100% remotely!**

REPORTS TO:

Responsibilities

1. **Manage Current Gala Prospects Document:** Review, update and organize our current silent auction prospecting list.
2. **Identify New Prospective Donors:** Research and identify potential donors currently not on silent auction prospecting list. This includes local businesses and individuals in and outside of Ottawa who may be willing to contribute items or services to our silent auction.
3. **Outreach and Communication:** Contact prospective donors mainly via email, but occasionally over the phone to introduce the event, explain its purpose, request donations and do any follow-up if required.
4. **Maintain Records:** Keep detailed and up-to-date information on the silent auction prospecting list documenting donor communication, donor commitment, silent auction item information, total value, etc.
5. **Coordinate Donation Collection:** Work with Gala staff to coordinate the pickup, delivery, or mailing of silent auction items to our Habitat Office located in Stittsville. *(Note: The pickup of silent auction items and delivery to our office is not required for this volunteer role. However, if you are willing and have access to transportation, we would love the extra help!)*
6. **Auction Packaging and Description:** Support the Gala staff in combining or packaging auction items where applicable.
7. **Silent Auction Platform:** Help write catchy, informative descriptions for each item and help Gala staff upload the auction information onto our silent auction website.
8. **Keep in Contact:** We'll mainly keep in touch over email, but you will have the occasional online meeting with Gala Staff at certain points throughout the year particularly leading up to the Gala in November 2024.

Qualifications

- Strong communication skills in English, both written and verbal. French is an asset.
- Organizational skills with attention to detail.
- Excellent interpersonal skills and ability to build rapport with diverse individuals and businesses.
- Ability to work independently and as part of a team.
- Knowledge and experience in Microsoft programs (Excel, Word, Outlook)
- Enthusiasm for the mission and goals of our organization.
- Previous experience in event planning or fundraising is an asset.
- Knowledge of database and/or website management is an asset.

Time Commitment

- **Duration:** This volunteer role will require an approximate 8-month commitment starting in March until end of October 2024
- **Hours:** 2-3 hours per week for the first 4 months, increasing to 4-8 hours for the last 4 months.

To apply for this volunteer role, please email your resume (cover letter optional) to Julie Chatelain, Community Engagement & Volunteer Coordinator at volunteer@habitatgo.ca. Please indicate: *Gala Procurement Volunteer* in the subject line.