



Job Title	Auction Procurement		
Employee's Name			
Supervisor's Name & Title	Adam Smith Development Director		
Date Prepared	2/24/2020	Date Modified	2/24/2020
Department	Shared Services	Division	Development
Location	Bremerton based - Travels	FT/PT Status If PT, include hours/week.	PT
FLSA Status (To be completed by HR)	Non-Exempt	Job Grade (To be completed by HR)	

Position Purpose	<p>The auction procurement coordinator is responsible for the procurement & organization of auction items for our annual auction.</p> <p>The Give Life Auction is a large community auction that provides a substantial portion of annual funding for West Sound YFC. The success of this event relies on the procurement of quality items from generous business in our community and the pacific northwest region. Keeping records of those who have donated as well as those who have declined is important.</p> <p>This position will be a face of our ministry work in the community. Upstanding character, people skills, patience, entrepreneurship, and a drive for success are needed for this role.</p> <p>This is a part time position.</p>
Estimated % of Time	Essential Job Functions and Duties
75	<p>Procuring donations & event management. T</p> <ul style="list-style-type: none"> - Making requests - Working with a team of volunteers. - Picking up donations - Helping staff make requests - Organizing incoming donations - Grouping items together/creating packages - Setting up and displaying items at the auction. - Helping during the event. - Thanking donors after the event.

20	Working with the admin team to get requests mailed out
5	Staff meetings & trainings
Fundraising Responsibilities	All YFC employees have a responsibility to raise funds for the mission of YFC. You will be given the opportunity to be involved in the development functions of WSYFC. These opportunities could include fund raising events, circle of influence/YFC donor contacts, and other opportunities as provided.
Spiritual Responsibilities	<p>Because the overriding religious purpose and mission of Youth for Christ USA is to communicate and introduce the Gospel of Jesus Christ to young people and their families, and in that regard to make, educate, and encourage life-long disciples of the Lord Jesus Christ, it is very important that you as an employee in the movement of Youth for Christ be recognized as an associate minister of the Gospel.</p> <p>As an employee of Youth for Christ and an associate minister of the Gospel, YFC expects all employees to:</p> <ul style="list-style-type: none"> • Seek God's guidance and wisdom, through prayer and meditation, for the organization as a whole as well as for specific ministry initiatives. • Participate and lead regular times of prayer, devotion and worship as a regular aspect of your role within YFC. • Teach and preach from the Holy Bible at YFC staff meetings, conferences, camps and events. <p>Additionally, YFC employees will have an opportunity to be commissioned or licensed as a minister of the Gospel through the established Youth for Christ process, and/or ordained by an outside body recognized by Youth for Christ USA. As such, the following additional responsibilities of a spiritual nature will apply to this position:</p> <ul style="list-style-type: none"> • Perform sacramental functions such as the taking of communion and leading times of corporate prayer, confession and praise. • Perform and lead religious ceremonies such as weddings, baptism and funerals when called upon by staff and other members of the YFC community.

EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB

Job Requirements/Specifications	
Knowledge & Skills	<ul style="list-style-type: none"> - Experience requesting donations - Some management or prior work with volunteers - Experience producing or attending charity auction and/or events. - Use of Microsoft Office as well as a variety of web based applications for various job functions on a day-to-day basis. - The ability to communicate well in various forms of communication clearly and succinctly including, but not limited

JOB DESCRIPTION

	to; email, video conferencing, telephone, and text.
Education & Experience	- Work with non-profits a plus
On the Job Training	YFC has several training resources available to our staff.
Equipment & Software Utilized	Greater Giving Auction Software, Computers, Microsoft products, Adobe products, Gmail, and others.
Travel Requirements	Local- picking up donations.
Scope of Authority:	
Manages Budget	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> If yes, which budgets? Works within the Auction budget managed by the Development director.
Supervisory Responsibilities (#of individuals)	Works with area directors & site coordinators, to provide volunteers for the event.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.