



JOB DESCRIPTION

Donation Coordinator Volunteer

About the Center:

Join a team that makes a daily positive impact in the lives of our community members! The Center for Well-Being (Center) is a local non-profit committed to creating a healthier, more equitable Sonoma County for all. Our community-based work advances systems and policies that address health and other inequities, and we have deep partnerships with local NGOs, health care providers, and advocacy groups to advance this work. We support individuals and families to live healthier, more active lives through education, advocacy, and resources – and we have fun while doing it! The Center champions a collaborative, communicative, and creative work culture where each individual is empowered to do their best and valued for their contribution to our mission. Together, we transform lives!

Position Description:

Each year the Center holds an annual fundraiser, Celebration of Dreams, and all proceeds help offset the cost of providing FREE life-changing services to our clients. This year our event will be held on September 23rd at Sova Gardens – our first in-person celebration since 2019! To plan for this exciting event, we are looking for a dynamic and energetic individual who will be excited to support the coordination of donations for our silent and live auction. Hours are flexible, but some vendor outreach will need to occur during regular business hours to solicit donations.

Hours: 4-6 hours per week

Status: Volunteer

Dates: May 2023 – September 2023

Hybrid or Remote Work: Yes

Reports to: Executive Director

Key Duties:

- Research and pursue prospective donations of goods and services, including but not limited to beer, wine, food, experiences, spa packages, gift certificates, vacations, and more.
- Serve as a representative of the Center for Well-Being and our annual fundraiser by speaking to the mission and vision of the Center for Well-Being.
- Perform outreach to prospective companies to solicit donations for silent and live auction via emails, phone calls, and in some cases, in person outreach.
- Track potential and receive donations for event via an Excel or other software tracking sheet.
- Curate donations into exciting live auction packages.
- Assist in developing event timeline and checklist, including donation goals.
- Help recruit volunteers for event to support check-in, serving, and other day-of tasks.
- Meet regularly with Center team to provide updates on progress and attainment of goals.

Qualifications:

- Excellent communication skills, both written and verbal.
- Exceptional customer service skills, including friendliness, courtesy, and respect.
- Ability to work independently on projects with little or no supervision.
- Competence with computer skills and data entry.
- High level of attention to detail.
- Great follow-up.

Additional Requirements:

- Ability to work remotely.
- Ability to pick up donations within Sonoma County preferred.

Application Instructions:

If you would like to apply for this opportunity, please submit an application, resume and cover letter to info@nccwb.org.