



Silent Auction Coordinator Position Overview

Reports to: Bemidji Pride Steering Committee

Auction Background:

The Silent Auction is a new, but popular activity in the Bemidji Pride event lineup which also serves as an important fundraiser for Bemidji Pride. This year's Silent Auction will be in conjunction with another Bemidji Pride event happening on **Thursday, August 22nd**. Exact time is to be determined.

The Silent Auction Coordinator is **a volunteer position** and is responsible for the solicitation of donations before the event, organization, and conducting all aspects of the auction during the event, as well as contacting auction winners after the event, distributing the auction items to the winners, collecting payment, and keeping accurate records.

Position Responsibilities:

- Proactively coordinate efforts with the following Bemidji Pride team leads:
 - Marketing Coordinator - to ensure that silent auction marketing will be published in the appropriate channels.
 - Fundraising and Sponsorship Coordinator - to coordinate any overlap in the solicitation of donations.
 - Event Coordinator - The Silent Auction will occur in conjunction with another Bemidji Pride event. Proactive coordination with the Event Coordinator to ensure all details are shared for a successful event.
- Depending on travel distance, time, and budget constraints, you will be asked to attend one or multiple Bemidji Pride meetings in order to provide updates about progress and also to request support if needed. If you are unable to attend, you will need to find someone to update the committee.

- Update and make copies of all bidding sheets needed, and complete bidding sheets for each item received. (Printing costs will be covered/reimbursed by Bemidji Pride.)
- Manage a team of volunteers, who can be responsible for soliciting businesses, organizations, and individuals for Silent Auction donations.
- Assist & delegate tasks to volunteers for set-up, and day of management.
- Manage silent auction payments from winners, and keep documentation of payments received. Funds and reports must be submitted to the Treasurer.
- Be on hand throughout the silent auction to answer any questions that may arise.
- Arrange to have any remaining auction items picked up and unsold items returned to their donor(s) (or obtain permission to re-use the items for future fundraising efforts).

Upon selection of applicants, a brief interview will be completed with the Bemidji Pride Steering Committee.

Bemidji Pride will consider all candidates for this position equally regardless of age, color, national origin, race, sex, gender identity, sexuality, disability status, veteran status, or any other characteristic protected by law.

Thank you for your interest in this position!
If you would like to apply, please fill out [this form](#) to submit your application.