

JOB DESCRIPTION

- RAFFLE COORDINATOR -

The Raffle Coordinator is responsible for organizing the Preschool's annual Rocky Mountain Raffle, with the assistance of the Fundraising Coordinator. This includes all activities associated with preparing for the raffle, conducting the raffle and following up after the raffle.

Timing Overview

All responsibilities of this role are completed by the end of December:

- Soliciting prizes is done in early September.
- Ticket preparation is done in early October.
- Ticket sales are held in late October and through until the end of November
- Final sales are done prior to the draw date.

The Raffle Coordinator position requires **approximately 25 to 30 hours of time** in total.

Reporting

This position reports to the Fundraising Coordinator. The Raffle Coordinator attends the Board meetings in September, October, November and December prepared to make a status report on raffle activities.

Qualifications

The ideal candidate is highly organized, comfortable communicating with sponsors, and has a working knowledge of Microsoft Word.

Tools Required

This position requires access to e-mail and Microsoft Word.