

## Job Title: Friends of the Foundation

### multiple volunteer opportunities for the Hope Benefit fundraiser

**Location:** meeting location varies but much of the work can be done from home or at the event venue

**Key Responsibilities:** overall help with the Hope Benefit fundraising event may include:

- represent the Senior Charity Care Foundation in a positive light
- identify and communicate potential silent auction donors and event sponsors
- write personal notes on invitations (along with other Friends)
- data entry and event database management
- event logistics and on-site support – on the day of the event, help set-up silent auction items (1:00 – 4:30 PM), assist with check-in (5:15 – 7:15 PM), answering questions during the event, breakdown (9:00 – 10:00 PM, etc.
- take photos of the event and/or silent auction items for event website
- other duties as assigned/volunteered

**Reports to:** Beth Ehrhardt, President or other Friends of the Foundation (or other Friends of the Foundation)

**Length of Appointment:** ongoing or event specific

**Time Commitment:** approximately two to ten hours per month during regular business hours, some evening hours during the event

**Qualifications:** people person, someone with good follow-through and self-motivated, email access, some computer skills, event experience preferred although not required

**Support:** Training for this position will be provided. In addition, the President and long-term Friends of the Foundation will be available for questions and assistance.

**Age Requirement:** 16+

**Dress Code:** Business Casual, at the event, evening wear/Sunday clothing