



## Auction Manager – Job Description

**National Cherry Blossom Festival, Inc.**, a 501(c)(3) not-for-profit organization based in Washington, DC, is currently seeking an Auction Manager to assist the Business Manager with preparing for and executing the Silent and Online auctions benefitting NCBF.

### Company Description

The National Cherry Blossom Festival, Inc. is a 501(c)(3) not-for-profit organization dedicated to promoting the beauty of nature and international friendship through year-round programs, events, and educational initiatives that enhance our environment, showcase arts and culture, and build community spirit.

### Job Description

The Auction Manager performs the following functions between the months of December 2017 and April 2018. Time requirements vary from one day to five days per week (depending on proximity to event date), with most responsibilities able to be conducted remotely.

- Create an action plan and timeline for donation solicitation – including relevant staff involvement and responsibilities, outreach scripting, and procurement lists
- Procure at least \$250,000 (FMV) worth of auction donations inclusive of NCBF Staff, Sponsors and Auction Team
- Recruit interns and procure additional volunteer support to assist as needed during procurement and onsite at event
- Provide regular reports to the Administrative Assistant on specific Auction items procured, relevant values, and outreach efforts. Additional reports will be required as well, including missing donations, best “sellers,” FMV vs Winning Bid, and others as needed.
- Catalog all Items physically in the NCBF office and auction management software provided by NCBF's Auction management services provider.
- Write descriptions, upload pictures, and link logos to relevant websites for each Item
- Work directly with the auction management software team to develop and document efficient, effective, and comprehensive Auction registration, bidding, and check-out processes and engagement and communication strategies
- Train NCBF staff, volunteers, and interns on all relevant registration and Auction processes

- Manage up to 20 volunteers at the Pink Tie Party for registration and Auction duties
- Design and create for NCBF's prior approval: 1) an Auction catalog; 2) Auction registration check-in lists; 3) Auction volunteer instructions; and 4) an Auction training presentation for volunteer orientation
- Design and obtain NCBF's approval of the Auction space at the Pink Tie Party
- Collaborate with NCBF's event planners to determine auction needs for the Pink Tie Party, including décor, logistics, volunteers, and processes
- Process and ship items to winning Auction bidders, both to online winners and winners who left items at the Pink Tie Party
- Monitor online Auction progress and recommend methods to increase participation
- Collaborate with NCBF marketing to create engaging and productive communications to encourage Auction donations and bidding
- Process tax receipts and thank you letters to Auction donors and winners
- Respond to Auction donor and bidder questions via phone and email

### **Qualifications**

- Suburb communication skills (written and oral)
- Excellent attention to detail
- Thorough organizational prowess
- Polished demeanor
- Grace and poise under pressure
- Demonstrated ability to troubleshoot difficult situations
- History of working well within in a team environment
- Demonstrated ability to achieve goals while working independently
- Thorough understanding of Microsoft Office suite (Word, Excel, Outlook)
- Event management or auction-related experience a plus
- Assist with set up and tear down of silent auction
- Ability to lift up to 50 pounds when needed
- Ability to be on feet standing for up to 12 hours on event day

### **Application Instructions**

Please send cover letter and resume to JoAnn Nasser, Director of Operations [jnasser@ncbfdc.org](mailto:jnasser@ncbfdc.org). Applicants will be notified via email if they have been selected for an interview.