



Fight For Children is a non-profit organization focused on improving the quality of early childhood education in Washington, DC by developing and implementing our own programs and partnering with other nonprofits to address the needs of DC's youngest students.

Since 1990 Fight For Children's annual gala, Fight Night, has helped raise nearly \$60 million to support our work. The event is one of the most highly anticipated events in Washington, DC and is attended by business and government leaders, athletes, entertainers and individuals that share the organization's mission and values.

Fight For Children is seeking an experienced individual to manage all aspects of its silent auction at Fight Night 2017. The event will be held on November 2, 2017 and the goal is to gross \$150,000.

Responsibilities include but are not limited to the following:

- Review and analyze silent auction historical data to target items to solicit
- Solicit and secure donated items with a focus on increasing the yield of each category
- Work closely with Fight For Children team and provide weekly updates
- Attend at least three in office planning sessions leading up to the event
- Attend at least one onsite visit prior to the event
- Track solicitations and donations
- Create item descriptions, ensuring accuracy and consistency
- Input item descriptions into mobile bidding system
- Reconcile donor forms with tangible donations and certificates
- Create item displays for the event, minimizing related expenses
- Assist in recruiting volunteers for day of event
- Manage day of logistics, displays, registration, guest bidding and check out
- Ensure all winners receive their items, whether the night of or after the event
- Following the event, submit a report with recommendations for future auctions

Time requirements are as follows:

- Pre-event (April-October) : 5-10 hours/week
- Event (1 week leading up to, and week of event): 30 hours
- Post-event: (2 week following): 5 hours/week

The position is flexible, and the individual is not required to be based in Washington, DC; however regular in-person meetings are required and transportation and associated costs are the responsibility of the individual.

Compensation is based on experience. Please submit a proposal or resume, demonstrating previous results, to Liz Warnecki at liz.warnecki@fightforchildren.org by February, 27, 2017.