



# SURFING *for* AUTISM

OUTER BANKS NORTH CAROLINA

## SILENT AUCTION LEADER

### VOLUNTEER POSITION

#### OUR MISSION

Surfing for Autism offers individuals and families with Autism Spectrum Disorder a supportive environment to connect and share by creating opportunities to experience the therapeutic benefits of surfing and social connection. We are dedicated to uplifting individuals with diverse abilities and creating a wave of inclusion.

#### POSITION SUMMARY

The Silent Auction Leader is responsible for planning, organizing, and executing a successful silent auction as part of a fundraising event, with the support of the Fundraising Coordinator. This role oversees item procurement, auction setup, bidding processes, and post-event follow-up to maximize revenue and ensure a smooth, engaging experience for guests. Drive fundraising success while cultivating meaningful community and professional partnerships.

#### KEY RESPONSIBILITIES

- Solicit, track, and manage donated auction items from businesses, sponsors, and individuals
- Create compelling item descriptions and organize items into attractive categories or packages
- Determine starting bids, bid increments, and fair market values
- Coordinate auction logistics, including display, auction software, and checkout procedures
- Work with event leadership to align the auction with fundraising goals and timelines
- Recruit and oversee auction volunteers as needed
- Promote auction items before and during the event (online previews, signage, announcements)
- Monitor online bidding activity during the event and encourage participation
- Oversee auction close-out, including winner verification, payment processing, and item distribution
- Ensure accurate record-keeping and donor acknowledgment after the event

#### QUALIFICATIONS & SKILLS

- Strong organizational and project management skills
- Excellent communication and relationship-building abilities
- Detail-oriented with the ability to manage multiple tasks and deadlines
- Comfortable soliciting donations and working with donors and sponsors
- Proficient in Google Sheets and Google Docs
- Familiarity with silent auction software or willingness to learn
- Ability to work collaboratively with staff, volunteers, and vendors

#### POSITION DETAILS

- **Time Commitment:** Approximately 3 months per year – Timeframe is March through May
- **Schedule:** Silent Auction Event tentatively set for May 9th. Potentially flexible within a few weeks
- **Reports To:** Fundraising Coordinator

#### TO APPLY

Email interest to: [sfa2010 \[at\] surfingforautism \[dot\] org](mailto:sfa2010@surfingforautism.org)

Subject line: **Silent Auction Leader - (Your Name)**

Express interest by: **March 7, 2026**