



# UNIVERSITY OF DETROIT JESUIT

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## HIGH SCHOOL AND ACADEMY

### AUCTION COORDINATOR

**Job Summary:** Under the direction of the Director of Events, the Auction Coordinator is responsible for assisting in the planning and execution of the auction including procurement of auction items, underwriting and advertising. This position is an important member of the auction team whose principal responsibility is ensuring a successful auction, our premier social evening, and largest fundraising event.

**Our Mission:** University of Detroit Jesuit High School and Academy is committed to providing the highest quality Jesuit Catholic college preparatory education for young men throughout metropolitan Detroit. University of Detroit Jesuit, in collaboration with parents, will challenge its students to go beyond academic excellence, to be reflective, to be committed to the service of faith and promotion of justice, and to be “Men for Others.”

**Our School:** U of D Jesuit strives to develop graduates who are open to growth, committed to doing justice, loving, religious, and intellectually competent. Every employee must be committed to understanding, promoting, and modeling the mission and vision of U of D Jesuit in their day-to-day activity. U of D Jesuit prohibits the abuse and mistreatment of students and takes seriously any report of suspected abuse. Every employee is required to adhere to policies relating to boundaries with students, report any suspicious and inappropriate behaviors promptly, and attend abuse risk management training as scheduled.

**Application Procedures:** Submit cover letter, resume, and a completed non-teaching application form (located at <https://www.uofdjesuit.org/quicklinks/employment-opportunities>) to [Jobs@uofdjesuit.org](mailto:Jobs@uofdjesuit.org).

*U of D Jesuit reserves the right to close this posting prior to its original end date once a sufficient number of applications have been received.*

**Reports to:** Director of Events

**Employment Category:** Variable Part-time, Non-Exempt

The Auction “season” runs March to mid-December with the event typically occurring during the first weekend in November. The anticipated schedule begins with an average of 15-20 hours per week early in the season with work hours ramping up after the start of the school year (August) and peaking during Auction week (40 hours with significant overtime possible) then decreasing hours afterward.

**Compensation:** Commensurate with qualifications and experience

### **Duties and Performance Responsibilities:**

1. Work closely with the Director of Events to secure auction donations, underwriters and advertisers.
2. Call and/or correspond with past and present donors and supporters.
3. Seek out new donors and supporters.
4. Oversee how and where silent auction items will be stored, grouped and arranged before event night as well as coordinating the pickup and delivery of auction items donated.
5. Responsible for maintaining and updating all item donation-related documents and records.
6. Oversee auction item staging and package pick up.
7. Recruit, support, train and supervise student and adult volunteers.
8. Communicate with parents and school community.
9. Develop a rapport with donors, parents, former parents, and alumni.
10. Attend gift giving parties, Mothers' and Dads' Club meetings, mini class night and other events to recruit volunteers, solicit gifts and promote the auction.
11. Responsible for post auction activities including event statements and thank you letters, bidder issue resolution, supply and decoration storage, volunteer appreciation and office clean-up.
12. Assist in the creation of institutional memory; that is, keeping track of what is working (or not) for the benefit of next year's event.
13. Flexibility in picking up any additional tasks to support the event.
14. Other duties and responsibilities as assigned.

### **Qualifications, Experience, and Abilities:**

1. Able to work a flexible schedule, including evenings and some weekends.
2. Excellent written and verbal communications skills.
3. Prior auction experience.
4. Experience with online bidding software preferred but not mandatory.
5. Detail and goal oriented, creative, organized and good manager of time.
6. A team player who can work effectively and cooperatively with other auction team members and volunteers, and with minimal supervision.
7. Experience in supervising others with favorable results. Able to delegate tasks efficiently and with ease (e.g., during set-up and break down of the auction event).

### **Other Skills and Abilities:**

1. Is comfortable asking for donations of goods and services or monetary donations to benefit our cause.
2. Personable and able to circulate and socialize with others, with a strong commitment to community.
3. Is outgoing and enjoys meeting, greeting, and networking with people.
4. Brings an attitude of positivity that will help inspire and motivate others.
5. Trustworthy and able to maintain confidentiality.
6. Willingness to understand and embrace the Jesuit and Catholic tradition of U of D Jesuit, and develop a passion for the mission of the school.

### **Physical Working Conditions:**

Job may require lifting light weight objects (1 to 10 pounds) with no repetitive bending or stooping. Occasionally lift average weight objects (10 to 20 pounds).

**Working Environment:**

Regular exposure to favorable conditions such as those found in a normal office.

*This posting documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct and monitor the work of employees under their supervision.*

University of Detroit Jesuit High School and Academy is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider a candidate's religious affiliation in its employment decisions, consistent with State and Federal law.