



JOB DESCRIPTION

TITLE: Raffle Car Activity Coordinator

REPORTS TO: Board Director/Fundraising

SUMMARY: Manages raffle activities in such a way as to maximize the fundraising capabilities of this resource.

DUTIES AND RESPONSIBILITIES:

- **Solicit, develop and maintain an up-to-date schedule of raffle car display opportunities.**
- **Coordinate details of display activities with the responsible raffle opportunity manager.**
- **Assure raffle tickets, promotional materials, report forms and ASA information is available to the raffle opportunity manager.**
- **Ensure that event reports, bank deposits and credit card receipts are promptly recorded.**
- **Arrange and coordinate transportation to each event.**
- **Develop a list of alternative storage opportunities.**
- **Ensure that insurance coverage is in effect at all times for the raffle car and the trailer.**

VOLUNTEERS:

Volunteers are needed for the Raffle Car Committee, e.g. assistance at trade shows, transportation, etc.