



# Eastside Christian School

ACADEMIC EXCELLENCE • COMMITMENT TO CHRIST

## **Auction & Special Events Coordinator**

**Part-Time | Seasonal (Approximately August – April)**

Eastside Christian School – Bellevue, WA

### **Position Overview**

Eastside Christian School is seeking a highly organized, relationship-driven Auction & Special Events Coordinator to lead planning and execution of our annual fundraising auction—our largest fundraising event of the year.

This position is ideal for someone who enjoys building relationships as much as managing details. The successful candidate is equally comfortable connecting with parents, cultivating sponsors, organizing hundreds of moving pieces, managing databases, coordinating volunteers, and ensuring every guest has an exceptional event experience.

While this position may be filled by one individual, we are also open to dividing responsibilities between two complementary team members (for example, one focused on donor relations and procurement and another focused on event logistics and operations).

### **About the Event**

The annual ECS Auction brings together approximately 250–300 parents, grandparents, alumni, community members, and business partners for an evening of celebration and fundraising in support of Christian education.

The coordinator oversees the planning process from initial kickoff through post-event stewardship, ensuring a first-class experience for every donor, volunteer, sponsor, and guest.

### **Primary Responsibilities**

#### **Project Management & Event Planning**

Lead the planning timeline from kickoff through post-event follow-up.

Responsibilities include:

- Develop and manage the master auction project plan
- Coordinate planning meetings with school leadership and volunteers
- Select and coordinate venue
- Coordinate catering, décor, entertainment, AV, photography, videography, rentals and vendors
- Manage event logistics, floor plans, timelines and run-of-show
- Coordinate permits, insurance and venue requirements
- Develop contingency plans and day-of-event operations
- Lead event setup, execution and teardown

### **Donor Relations & Community Engagement**

Cultivate strong relationships with families, sponsors, donors and community partners.

Responsibilities include:

- Recruit auction sponsors
- Solicit auction donations and experiences
- Build relationships with current and prospective donors
- Coordinate procurement campaigns
- Encourage ticket sales and guest participation
- Follow up with donors and experience providers after the event
- Ensure all donated experiences are fulfilled successfully
- Help create memorable experiences that encourage repeat giving

This role requires someone who genuinely enjoys connecting with people and can comfortably build relationships throughout our school community.

### **Sponsorship & Procurement**

Coordinate all aspects of sponsorship and auction item procurement.

Responsibilities include:

- Develop sponsorship strategy and benefit packages
- Secure corporate sponsors and community partners
- Coordinate sponsor recognition and benefit fulfillment
- Procure silent and live auction items
- Maintain procurement deadlines
- Write compelling auction package descriptions
- Photograph and catalog auction items
- Coordinate storage, transportation and display of auction items

### **Auction Software & Database Management**

Manage all auction technology and data.

Responsibilities include:

- Maintain auction software database (Greater Giving or similar)
- Configure online ticket sales
- Manage guest registration
- Create seating assignments
- Enter procurement information
- Generate bid sheets, catalogs and reports
- Assign bidder numbers
- Process post-event reporting
- Coordinate with event technology vendors

Strong computer and database skills are essential.

## **Marketing & Communications**

Partner with ECS leadership and marketing staff to promote the event.

Responsibilities include:

- Coordinate annual event branding and theme
- Manage communication timeline
- Coordinate Save the Date campaign
- Invitation production and mailing
- Website updates
- Email campaigns
- Social media coordination
- Sponsor recognition
- Event signage
- Printed program and auction catalog

## **Volunteer Coordination**

Recruit, organize and support volunteers before and during the event.

Responsibilities include:

- Recruit volunteer teams
- Assign volunteer roles
- Develop volunteer schedules
- Provide training and instructions
- Coordinate day-of volunteer operations
- Ensure volunteers have a positive experience

## **Event Program & Fundraising Strategy**

Work with school leadership to maximize fundraising success.

Responsibilities include:

- Assist with development of annual auction theme
- Coordinate program content
- Recruit a keynote speaker
- Coordinate auctioneer and emcee needs
- Assist with Paddle Raise strategy
- Coordinate raffle and revenue-enhancing activities
- Help develop fundraising goals and donor engagement strategies

## **Post-Event Stewardship**

Ensure every guest and donor receives outstanding follow-up.

Responsibilities include:

- Coordinate thank-you communications
- Process reports and receipts
- Ensure auction items and experiences are fulfilled
- Collect feedback from attendees and volunteers
- Conduct post-event debrief
- Develop recommendations for future auctions
- Help cultivate donors for future events

### **Desired Qualifications**

We're looking for someone who brings a unique blend of people skills and organizational excellence. Ideal candidates will have experience in several of the following areas:

- Event planning or nonprofit fundraising
- Customer service or hospitality
- Project management
- Volunteer coordination
- Database management
- Marketing or communications
- Sponsorship development
- Donor stewardship
- Procurement or sales
- Budget management

### **The Ideal Candidate Is...**

This position is much more than event planning. Successful candidates are:

- Exceptionally organized
- Warm and approachable
- Excellent communicators
- Comfortable asking for donations and sponsorships
- Detail-oriented
- Calm under pressure
- Skilled at managing many deadlines simultaneously
- Able to motivate volunteers
- Professional when interacting with parents, vendors and donors
- Passionate about creating meaningful experiences that inspire generosity

One of the strongest predictors of success in this role is the ability to build authentic relationships within our school community. Whether encouraging procurement, thanking donors, following up on sponsored experiences, or helping families feel connected to the mission of Eastside Christian School, this role depends on earning trust and creating positive experiences for everyone involved.

### **Time Commitment**

This is a seasonal, part-time position with hours increasing as the event approaches. Approximate schedule:

- **August–October:** Planning, sponsorships, procurement, marketing
- **November–January:** Procurement, ticket sales, communications, logistics
- **February–April:** Event preparation, execution and post-event follow-up

Some evening and weekend meetings and event responsibilities are required.

### **Reports To**

Principal; works closely with the marketing, front office, and business office teams, parent volunteers, vendors and community partners.

**Salary:** The Auction Coordinator rate for 2026-27 is **\$35.00 per hour**.

**To Apply:** Email a completed Employment Application and a resume to [info@ecswa.org](mailto:info@ecswa.org)  
The online Employment Application can be found on our website: <https://ecswa.org/employment/>