

Napa Valley Nursery School



JOB: Donation Solicitation & Blue Ticket Event

TEAM: Fundraising

LAST UPDATED/CHANGED: April 2019

JOB DESCRIPTION:

This jobholder acts as the lead in securing and sourcing donations. Summertime reach-out is requested. As a General Fundraising team member, you are responsible for assisting our Fundraising Chair in a variety of tasks as needed and support the Alumni Advisor Support.

JOB DUTIES:

Job duties may include, but are not limited to:

- Soliciting donations for Instant Wine Cellar Raffle and Blue Ticket Event.
- Assisting with the Instant Wine Cellar Raffle by promoting prizes via social media via print and email.
- Assisting the Fundraising Chair on large projects.

JOB REQUIREMENTS:

- Attend all Parent Meetings.
- Participate in one Housekeeping Saturday per year.
- Participate in End-of-Year Cleanup.

General Information

- The Fundraising Chair will be in contact with you as the need arises for additional help in school fundraising. Flexibility and willingness to jump in as needed is a huge plus! If another job becomes open mid-year, you may be asked to fill in that spot.