PRO Forum Planning Committee

Donations and Exhibitor Committee Lead (Volunteer Position)

The Donations and Exhibitor Committee Lead is well connected in the Parks and Recreation community, has excellent written and verbal communication skills, and has a passion for sales.

Responsibilities

- Establish a list of all potential donors and donation opportunities at varying financial levels (separate from sponsorship)
- Assist with developing a donation package
- Manage a database of contacts, requests and outcomes
- Records and report status to the Event Committee and Staff Liaison
- Maintain accurate list of supporters and ensure benefits and recognition commitments are fulfilled before, during and after the event
- Writes thank you letters to all supporters
- Secure items for delegate packages and lead the onsite assembling of delegate bags with student volunteers
- Prepare Exhibitors’ Expo networking challenge and collect prizes from vendors
- Works with PRO staff to ensure proper set-up of the Exhibitors’ Expo (map of facility, room set-up)
- Coordinate the welcoming of exhibitors as they arrive
- Seek and obtain donations to raise funds for PROceeds including but not limited to Wine, Beer and prize package items
- Organize fundraising opportunity including promotion, tracking of donations, organizing winners
- Coordinate spotters, payment clerks and runners
- Prepare summary of yield for Staff Liaison

Commitment

- Must be an active PRO member;
- Minimum one year term that can be renewed;
- Attend monthly committee meeting (1 hour, conference calls);
- Perform tasks outlines under responsibilities (approx. 2-4 hours per week);
- Attend and volunteer onsite at the event

Skills and Assets

- Knowledge in Exhibition Standards and Best Practices
- Strong administrative skills
- Strong communication skills
- Strong Project Management skills
• Must be professional with strong networking, marketing and sales skills
• Ability to manage donation records
• Strong organizational skills
• Have a sound knowledge of PRO’s mission, values and goal
• Ability to delegate and recruit assistance with on-site tasks
• Creative problem solving
• Friendly, outgoing and approachable

How to Apply
To apply for this position please [click here](#). Applications for this position will be accepted until Saturday, February 16th at 5:00 p.m.