



- Job Title:** Raffle Coordinator
- Job Type:** Temporary, part-time contract
- Reports to:** Executive Director
- Job Purpose:** To maximize revenue through the conduct of approved raffle fundraisers (online and in-venue) over the course of the curling season.

### **Hours and Nature of Work**

- This is a temporary, part-time contract position with great variability in the work schedule, including evenings, weekends. There is an expectation to be on call during raffle events. This contract will end on May 31, 2023.
- The incumbent will be welcome to work remotely or from one of Curling Alberta's offices in either Edmonton or Calgary.
- The majority of this position is self-led.

### **Primary Duties**

Curling Alberta's Raffle Coordinator is responsible to:

- Coordinate the raffle fundraisers held in conjunction with approximately 10 curling events over the course of the season (specific events to be confirmed).
- Monitor and report on budget
- Monitor ticket sales and analyze data to boost sales.
- Design and implement all marketing strategies.
- Coordinate with supporting partners (e.g., event hosts, electronic raffle system vendor, etc.).
- Open 50/50 daily, and ensure raffles are conducted in accordance with the official raffle rules.
- Ensure all applicable policies and regulations (i.e., AGLC, Curling Alberta, Alberta Health) are upheld.
- Support with winners' acceptance and recognition.
- Assist with sponsor fulfillment and strategy.
- Submit post-event and post-season reports as requested
- Manage all required equipment and supplies for on-site ticket sales (i.e., hand-held ticketing machines, iPads, etc.)
- Produce and provide all advertising materials to be used at the venue (e.g., signage, QR code stickers, etc.)
- Coordinate/deliver training of raffle volunteers at event venues.

## **Qualifications & Skills**

- Experience in online raffles is highly valued
- Experience in sales and marketing
- Cash handling and numeracy skills
- Proficiency in Microsoft Excel and data analytics
- Awareness of curling and the not-for-profit environments is highly valued
- Must be licensed as an ERS administrator as recognized by the Alberta Gaming & Liquor Commission

## **Personal Characteristics**

- Demonstrates an understanding of the link between his/her job responsibilities and the overall organizational goals and needs and performs the job with these broader goals in mind.
- Exemplary communication and interpersonal skills; able to communicate comfortably and effectively with people at any level, always maintaining a gracious and professional manner.
- Organized and self-motivated; strongly goal and results oriented with success in setting and meeting objectives.
- Accustomed to working in fast paced environments; enterprising and resourceful under pressure.
- Ability to work well independently and in team settings.

## **Compensation**

- Compensation will be negotiated depending on the incumbent's experience and qualifications
- Out-of-pocket expenses including meals, parking, and supplies will be reimbursed as per Curling Alberta's expense policies.

To apply, please send a resume and cover letter to Curling Alberta's Executive Director, Jill Richard, at [jill.richard@curlingalberta.ca](mailto:jill.richard@curlingalberta.ca) by September 13<sup>th</sup>, 2022.