

Washington
STATE FAIR
FOUNDATION

FOUNDATION ASSISTANT

The Washington State Fair Foundation is seeking an energetic, creative, and responsible employee to join our growing Foundation. In this position, a successful candidate will be expected to learn a variety of office skills and assist in planning and executing our annual auction and other events. This position is a part-time, year-round, non-benefited position.

RESPONSIBILITIES

- Assist in preparation and execution of the Foundation's annual Round Up Auction and Rock the Roller Coaster, including organizing documents, contacting donors, inputting donation information and preparing the silent auction items and baskets.
- Must be able to drive to various locations to pick up donated items, interact with donors, and provide company information.
- Will be tasked with procuring items from various locations and companies and following up with donors.
- Assist with the Blue-Ribbon Scholarship Program where needed and help to read and score scholarships.

Blue Ribbon Scholarship Program:

- Assist Foundation Coordinator with administrative tasks such as copying, filing, mailings.
- Assist in collection of information and implementation of new scholarship alumni database
- Review scholarship applications and score

Events:

- Establish understanding of Greater Giving software
- Update and create donor database for silent auction items
- Assist in procurement of silent auction items
- Event mailings, email and online requests
- Create website for both fundraising events
- Create, assemble, photograph and upload all silent auction items
- Assist in other duties as assigned
- Assist with set up, take down and event wrap up

Administrative year round:

- Manage and organize Foundation storage areas
- Assist Executive Director with content and execution of monthly Foundation newsletter
- Special projects as assigned
- Track all White Hat Club Members and administer benefits
- Administer sponsor benefits throughout year
- Assist with all year-round mailings
- Manage paver and bench locations during fair times
- Fulfill all board ticket requests and needs during Fair
- Responsible for maintaining all Foundation storage areas in admin office and ShowPlex
- Other duties as assigned

QUALIFICATIONS

- Proficient computer skills, including familiarity with Excel, Microsoft Word, Publisher and PowerPoint.
- Excellent written and verbal communication skills, self-directed and ability to work without supervision, energetic and eager to tackle new projects.

COMPENSATION & BENEFITS

The pay range for this position is \$17.50 - \$20.50 hourly based on an assessment of knowledge, skills and experience of the candidate offered.

HOW TO APPLY

Please email cover letter and resume to hollyb@thefair.com. Job posting will remain open until the position is filled.