

# FUNDRAISING ASSOCIATE – 50/50 RAFFLE TICKET SELLER OPPORTUNITY

## ABOUT THE REGIONAL ARTS COMMISSION OF ST. LOUIS

The Regional Arts Commission of St. Louis is at the forefront of efforts to transform St. Louis into a more vibrant, creative and economically thriving community by elevating the vitality, value and visibility of the arts. The largest public funder of the arts in the region, RAC has awarded more than 7,200 grants totaling more than \$120 million to support nonprofit arts, individual artists, cultural organizations, and programs since its founding in 1985.

## POSITION OVERVIEW

The newly created fundraising associate position will sell 50/50 raffle tickets for the Regional Arts Commission of St. Louis at various events. All ticket sales will be cashless. Ideal candidates are friendly, motivated, positive and have a passion for fundraising. They love the arts and St. Louis.

## RESPONSIBILITIES

- Approach attendees to explain the details of the 50/50 raffle.
- Engage in thoughtful conversations and answer questions with attendees about the raffle and RAC.
- Accurately handle the sale and distribution of the tickets, following program requirements.
- Be able to process raffle sales using a credit card reader and raffle software device.
- All raffle ticket sales will be cashless and tracked electronically.

## COMPENSATION

- This independent contractor role will receive IRS Form 1099 at the end of the year.
- This position pays \$20 an hour, plus a 3% commission on total gross raffle tickets sold, with no cap on the commission amount.
- All event admission fees where in-person sales take place are covered directly by RACSTL.

## POSITION TYPE/OTHER DUTIES

Please note this contractual job description is not designed to cover or contain a comprehensive listing of duties or responsibilities that are required for this job. Duties and responsibilities may change at any time, with or without notice, or as assigned.

## EXPECTED HOURS OF WORK

Due to the nature of arts and culture events, the position requires a flexible schedule and ability to work nights, weekends, and holidays. Team members will also need to regularly bend, lift, carry supplies as well as stand and walk for long periods of time. Additionally, Fundraising Associates must complete training before beginning event work.

## APPLY

To apply, please email a resume, including answers to the prompt questions to: [info@racstl.org](mailto:info@racstl.org)

## PROMPT QUESTIONS

1. Why do you want to fundraise for the Regional Arts Commission of St. Louis (RACSTL)?
2. Tell me about how you would approach someone to sell a 50/50 raffle ticket.
3. How do you handle rejection?

## QUALIFICATIONS

- Must have a High School Diploma or equivalent education, 18 or over
- Strong sales and customer service skills
- Must be a self-starter that challenges oneself to increase their individual raffle ticket sales

- Prior experience processing credit cards preferred
- Ability to interact positively with a large crowd
- Must be detail-oriented and have strong organizational skills
- Strong communication and interpersonal skills to effectively interact with attendees and colleagues
- Must be able to work in a variety of weather conditions