

Silent Auction Champion – Volunteer Fund Development Position

Overview:

Child Witness Centre of Waterloo Region (CWC) is seeking an organized, outgoing and strong communicator to act as our Silent Auction Champion in support of our fundraising efforts.

Funds raised through various silent auctions (either our own or ones organized by others for our benefit) directly support children and youth who have been victims of crime and abuse, providing them with guidance, comfort, and resources as they navigate the justice system. Your contribution will help to fund essential programs that reduce social isolation, improve wellbeing, and empower young people to begin healing and build stronger futures.

To put this role in context, for every \$1,000 raised by a silent auction, another child and their family is supported by Child Witness Centre. This role is very impactful for not only the child, but future generations in that family where cycles of abuse are stopped.

Position Summary:

The volunteer Silent Auction Champion supports our Fund Development Committee by engaging with businesses and community partners. This role involves:

- Distributing promotional brochures and requesting donations (i.e., items or gift cards/certificates) for silent auctions.
- Coordinating other CWC volunteers to make requests for silent auctions.
- Coordinating pick-up and drop-off of donated items.

This is a great opportunity for someone who enjoys community engagement, networking, and supporting a meaningful cause!

Duties and Responsibilities:

- Distribute brochures, promotional materials, and personalized letters on CWC letterhead to local shops, organizations, and businesses.
- Visit retail locations, restaurants, and corporate offices to raise awareness of our organization and events.
- Request donations for silent auctions (e.g., products, services, or gift cards/certificates).
- Clearly communicate the purpose of the event and how donations will support the community.

- Build and maintain positive relationships with local business owners and staff.
- Keep accurate records of businesses contacted and donations received.
- Represent the organization in a professional and friendly manner.
- Organize key information to provide CWC staff for silent auction events, including donor names, item descriptions, values, expiration dates/restrictions, etc.

Qualifications and Skills:

- Strong communication skills; a persuasive and passionate communicator with excellent interpersonal and collaboration skills.
- Commitment to the mission and values of Child Witness Centre.

How this role often looks:

- Receiving a prepared package of brochures and silent auction request letters from the CWC team and distributing it every time you spend money in the community.

To apply for this role please contact Sheila Bauman, Development Coordinator, at sheila.bauman@childwitness.com.