Title: Gala Committee Member

Position Type: Volunteer

Commitment: Varies based on duties

Location: Wilmington, NC (or able to travel)

Description: Plastic Ocean Project's (POP) annual For the Ocean Gala needs dedicated volunteers who are passionate about the ocean and fundraising! If this sounds like something you would be interested in, please read the following open areas and determine which one(s) would highlight your strengths.

Roles and responsibilities: (Include but not limited to)

Sponsors:5-10 hours/week November-March

- Generate sponsor leads from businesses in the Wilmington area, those with personal connections to POP, or those who share POP's values.
- Solicit sponsors over the phone or in person to participate in the Gala and promote POP's mission.
- Track sponsorships throughout the solicitation process, from lead to completion.
- Acquire sponsor guest names/contact information and update the spreadsheet.
- Design VIP experiences for sponsors and their guests.
- Handle sponsor registration and manage relationships throughout the event

Silent Auction: 5 hours/week December-April

- Generate leads for item procurement - must have the ability to discern a great product that will sell at auction
- Travel to retrieve donated items and express genuine gratitude for the donor.
- Collect all items before the deadline of April 7, 2026.
- Update item donation form/spreadsheet of committed items and donors.
- Bundle donated items into packages/lots.
- Photograph auction items and create/print/display bid sheets.

- Arrange items at auction pickup by bidder number for a quick and easy checkout.
- Print/mail thank you letters with tax-deductible information.

Registration, Check Out, and Guest Experience: 2-3 hours prior to event and 6-7 hours day of event

- Train on the fundraising platform.
- Check-in training and ensure that it goes smoothly on the day of the event.
- Check out training and ensure that it goes smoothly on the day of the event.
- In between, check in/out, help guests with auction bidding, speak to the mission of POP to sponsors/donors, build guest relations

Media and Public Relations: 10 hours/week February-April

- Decide the best ways to promote the event (TV, radio, news, email, social media, etc.)
- Create media packages for news and radio outlets - typically videos, pictures, press releases, and more.
- Work with sponsors or other local businesses specializing in media to reach as many potential attendees as possible

This high priority role will need tech savvy individuals with marketing experience and industry connections

Entertainment and Food:

- Help choose food options
- Book entertainment (ie. band, cocktail hour music, AV, auctioneer, etc.)
- Organize decor, lighting, centerpieces, silent auction tables

Core Skills and Qualifications:

- Organized and attention to detail
- Good time management
- Leadership
- Marketing and communications
- Problem solving skills