



TACAMO Community Veterans Association Raffle Manager Volunteer Job Description

Raffle Manager Job Description

TCVA is looking for a Raffle Manager to promote our Southwest Airlines ticket raffles. The right candidate will have a strong background in marketing on social media. If you are a self-starter, with a desire to promote TCVA, we want to hear from you.

Raffle Manager Duties and Responsibilities:

- Maintain and manage contact with Southwest via email.
 - When notified Southwest tickets are available via email, click on link in email then agree to accept Southwest flight e-passes.
 - When Southwest emails confirmed flight e-passes, login and set date on when flight e-passes are issued. (They are good for one year after the date set.)
- Set date for Raffle with TCVA Board of Directors direction
- Create social media and WIX blog raffle ads including raffle teasers then post ad on social media and email add to website manager.
- Update the names of those who purchased ticket(s), \$100 (5 tickets) & \$25 (1 ticket)
- Announce Winner
 - Contact winner and provide tickets vouchers
 - Announce the winner and thank everyone who participated
 - Respond to incoming emails regarding tickets promptly.

Raffle Manager Requirements And Skills:

- Experience working with and developing a marketing plan.
- Understanding of graphic design using Canva.
- Compile, write, edit, and produce ads and teasers