



United Way of the Tri-Valley Area

Position Description

Title: United Way Loaned Executive
sponsored by the Gordie Flint Fund

Reports to: United Way Executive Director and
Volunteer Campaign Chair(s)

Position Objective: Loaned Executives work with United Way staff and volunteers to identify community needs, raise the organization's visibility, and champion its ability to meet those needs. The Loaned Executive is also part of a team that is striving to reach a fundraising goal in order to support programs in Greater Franklin County that improve people's lives. It's a unique professional development opportunity which provides significant chances to network in the business community, make contacts that can later benefit the sponsoring company, learn leadership skills, and make a deep and lasting impact on the community. Loaned Executives can be truly on loan from an area business which is the traditional model, or sponsored - their time paid for by a company or donor-designated funds. This is increasingly popular.

Concentrated over the fall and early winter, (September – January) it's hard work, but also a tremendous opportunity to get acquainted with local issues and those working on them.

The position is 15 hours a week for 20 weeks. \$12/hr. The current Loaned Executive Position is available September 12, 2016 – January 27, 2017.

Responsibilities:

- Attend a Loaned Executive Orientation.
- Attend scheduled regular campaign planning and reporting sessions with United Way staff and volunteers.
- Communicate with past and current Loaned Executives to gain and share experience. (ie Hannaford, TD Bank, L.L. Bean).
- Develop and implement campaign strategies by working with Employee Campaign Managers and Volunteers on assigned accounts.
- Get to know UWTVA's Community Partners and local initiatives by visiting agencies and participating in meetings/events.
- Provide Campaign support by arranging for speakers, materials and agency tours through the United Way office or a Community Partner site.
- Ensure assigned accounts receive necessary campaign materials.
- Make United Way presentations at company campaign rallies and ask for employee contributions.

- Engage new companies to support United Way of the Tri-Valley Area.
- Keep volunteers and staff fully informed of campaign progress in accounts on a weekly basis.
- Collect any needed paperwork and contributions from assigned companies.
- Attend campaign-related events such as Business After Hours, Caravan of Caring and The Great Charity Auction.
- Evaluate campaign and make recommendations to staff and key volunteers.

Important Personal Qualifications:

- Believes in the mission of the United Way of the Tri-Valley Area.
- Enjoys working with people and feels comfortable speaking in public.
- Works comfortably in a fast-paced environment.
- Is organized and able to manage multiple tasks and meet deadlines.
- Is highly motivated and enthusiastic.
- Is a team player who enjoys working on a highly energetic and motivated team.

Resume and cover letter should be sent to Lisa Laffin, at director@uwtva.org by August 31, 2016.