

LOANED EXECUTIVE POSITION

POSITION SUMMARY:

Loaned Executives (LE) for United Way of Siouxland (UW) are volunteers from our community who contact local area businesses about their annual UW campaigns, providing information and support as needed.

LE cultivate relationships with the Employee Campaign Managers (ECM) at established business accounts to encourage continued support of UW and reach out to new businesses to educate them about UW and include them in the annual campaign. A confirmed list of ECM at each established account will be provided by UW.

LE can expect to spend 3-4 hours working with each established account during the annual campaign. LE are customarily assigned to 8-10 accounts, with campaigns to be completed August – November. November 1st is the Early Bird completion date, campaign officially ends December 31st.

LE have the support of UW Campaign Managers.

RESPONSIBILITIES:

- A. Become familiar with United Way, local community needs, and United Way's role in meeting those needs, by attending the training session and using training materials.
- B. Deliver campaign materials to assigned business accounts, delivery made to the ECM after initial contact via phone or email.
- C. Support ECM at assigned business accounts:
 - 1. Make in-person contact with each account to insure progress of their campaign.
 - 2. Help organize and attend account campaign rallies (UW Campaign Managers assist as needed).
- D. Attend monthly UW Campaign Cabinet meetings and be prepared to provide detailed updates on your accounts. (September-December)
- F. Pick up and return completed account pledge packets, reports, records, and materials to United Way.
- G. Assist other LE as needed.