

Please return to:
Teal Whitaker
Campaign Manager
2173 Overland Ave
Billings, MT 59102

Loaned Executive Job Description 2015



Summary of Responsibilities: Loaned Executives (LEs) are employees of local companies who are loaned on a part-time basis by their employers to serve our community.

Objective: Facilitate leadership, fundraising and teamwork within assigned local companies by assisting in organizing a successful United Way campaign. Serve as a United Way of Yellowstone County spokesperson and employer company representative, conveying the needs of the community, and promoting community involvement.

Reports to: Teal Whitaker, UWYC Campaign Manager.

Responsibilities:

- Attend Loaned Executive Training August 4th 8:30am-12pm and 25th 12:30-4pm at the United Way of Yellowstone County office
- Attend Campaign Manager Training August 19th
- Submit Campaign update in regards to each assigned account via the Loaned Executive Activity log at <https://www.unitedwayyellowstone.org/loaned-executive-activity-log> to Teal each Friday by 3 p.m.
- Develop and implement campaign strategies by working with Company Campaign Managers on assigned accounts
- Personally contact Company Campaign Managers of each assigned account and track updated contact information
- Ensure assigned accounts receive necessary campaign materials
- Secure company's Corporate Gift on a signed Corporate Pledge form and return to United Way office
- Make United Way presentations at company rallies and ask for employee contributions
- Prospect new companies to support United Way of Yellowstone County
- Collect needed paperwork from assigned companies
- Submit all campaign reports and contributions to United Way in a timely manner
- Attend the Day of Caring on September 17, 2015 at the Shrine Auditorium
- Evaluate campaign and make recommendations for next year's Loaned Executive Team
- Be responsible for campaign wrap-up and accounts assigned

Required Dates for Participation:

Minimum Time Requirements: 2-8 hours per week (August 1st – November 20th)

I agree to the above outlined responsibilities as a Loaned Executive and I accept this role in 2015:

Signature: _____ **(Printed)** _____