

United Way of Racine County 2011 Loaned Employee Job Description

- Position:** Loaned Employee (LE)
- Reports To:** United Way VP of Marketing and Resource Development
- Objective:** To assist United Way staff in implementing successful campaign strategies by supporting workplace campaigns and developing new markets
- Responsibilities:**
- Volunteer Management:**
Support volunteer planning and campaign progress meetings
 - Marketing & Account Management:**
Research and approach new accounts
 - Training and Presentation:**
Attend scheduled training sessions and weekly campaign meetings; speak on behalf of United Way at company campaigns; participate in planning meetings for company campaigns; assist with campaign volunteer orientations
 - Account Management:**
Assist companies in planning and executing a successful campaign; assure prompt delivery of campaign supplies and arrange pick-up of campaign proceeds; maintain up-to-date account records
 - Administration:**
Prepare weekly progress reports and complete final reports on each account; participate in end of campaign evaluations
- Bring energy and enthusiasm to the 2011 Employee Campaign!
- Time Required:** Training will take place on two half-days in late July.
- Loaned Employees will work with United Way of Racine County from the end of July through the first week of December. During this period, LEs will be expected to dedicate 15-20 hours weekly to campaign business, which would include attendance at weekly team meetings.
- The vast majority of responsibilities will be completed during regular business hours. However, depending on assignments, there may be an occasional early morning or evening time required.
- Loaned Employees are encouraged to attend the Victory Dinner Celebration in December.