

LOANED EXECUTIVE JOB DESCRIPTION

PROGRAM OVERVIEW:

Loaned Executives (LEs) are business professionals who have agreed to work with the United Way of East Central Iowa (UWECI) for approximately three months (August-November) during the annual campaign. Individuals are sponsored and/or compensated by companies to serve as an extension of the professional campaign staff.

Annually, Loaned Executives and their companies provide UWECI with more than 5,000 fundraising hours at an estimated expense of more than \$200,000. Loaned Executives helped raise more than \$10million in 2015.

Participants in the LE program will receive the following benefits:

- Networking with area executives and leaders in all industries
- Improved project management skills
- Stronger sense of health and human service needs in our community
- Training in problem solving with limited resources
- Increased ability to work independently while integrating with a team to obtain one common objective
- Improved oral and written communications

DUTIES AND RESPONSIBILITIES:

Loaned Executive duties and responsibilities will include, but are not limited to:

- Planning, organizing, and completing employee and corporate campaigns to meet established goals
- Contacting volunteers and building relationships to increase effectiveness of campaign development and account cultivation
- Building a working knowledge of UWECI's products, services, and member agencies
- Prospecting and cultivating new potential areas of revenue to broaden the reach of UWECI
- Participating and encouraging others to participate in the UWECI Company Coordinator Trainings, Campaign Celebration, and other events
- Conducting research on all assigned accounts, and to provide updated information for the UWECI database
- Providing regular reporting to appropriate staff members on progress of assignments
- Attending weekly update meetings to share experiences and provide assistance for others
- Completing account notes

EXPECTATIONS:

All Les will be provided an evaluation at the completion of the program. This evaluation will include:

- Percentage of fundraising goals met
- Number of accounts assigned
- Ability to engage resources of staff, volunteers, and co-participants to maximize success
- Successful completion of all above mentioned duties and responsibilities

QUALIFICATIONS AND REQUIREMENTS

Bachelor's degree and/or high school diploma with four years work experience and strong written and verbal skills. Candidates must have a willingness to learn and be computer literate. A current drivers license with full time access to an automobile is also required.

Loaned Executives must demonstrate the following abilities: flexibility, organization, strategic planning and implementation, motivation, interacting successfully with others, analyzing data, and identifying trends.