

# United Way of East Central Iowa Loaned Executive 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 (late August-November) during the annual campaign. Individuals are sponsored and/or compensated by companies to serve as an extension of the UWECI's campaign staff.

Annually, LEs and their companies provide UWECI with more than 5,000 fundraising hours at an estimated value of more than \$200,000.

Participants in the LE program will receive the following benefits:

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

## Essential Job Functions

Loaned Executive duties and responsibilities 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 UWECI's reach
- Participating and encouraging others to participate in the UWECI Company Coordinator Trainings, Campaign Celebration, and other events
- Conducting research on all assigned accounts and providing updated information for the UWECI database
- Providing regular reporting to appropriate staff members on progress of assignments
- Completing account notes
- Attending weekly update meetings to share experiences and assist others



## Expectations

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

- Percentage of fundraising goals met
- Ability to engage resources of staff, volunteers, and other LEs to maximize success
- Successful completion of all essential job functions

## Qualifications and Requirements

High school diploma/equivalent with four years of work experience required; associate degree preferred. Strong written and verbal communication skills, computer skills including strong Microsoft Office skills, and a willingness to learn are required.

LEs must demonstrate the following abilities: flexibility, organization, strategic planning and implementation, motivation, successful communication and interaction with others, data analysis, and identification of trends.

## Physical Demands

The physical demands described here are representative of those that must be met to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be frequently required to use finger and hand motion and occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move objects up to 20 lbs. Specific vision abilities required by this job include close vision and ability to adjust focus. Travel to offsite meetings is an essential part of this role; a valid driver's license and access to a vehicle is required.



