



2017 Loaned Executive Program Application

PURPOSE: To work with Campaign leadership and United Way staff to ensure campaign relationships and logistics are managed and strategies are implemented.

PRIMARY DUTIES AND RESPONSIBILITIES:

Marketing/Communications and Workplace Campaign Presentations

- ◆ Delivering United Way case presentations to key management and employees at local companies.
- ◆ Researching new opportunities for relationship building and following through with appropriate action. |

Relationship Management

- ◆ Reaching out to assigned contacts during the campaign.
- ◆ Ensuring prompt delivery of campaign supplies to companies and organizations.
- ◆ Arranging pick-up of campaign proceeds.

Training and Presentation

- ◆ Speaking on behalf of United Way at company meetings.
- ◆ Participating in strategy/planning meetings for company campaigns.
- ◆ Attending scheduled training sessions and campaign meetings.

Administration

- ◆ Emailing requested updates to UW staff on assigned accounts throughout the campaign.
- ◆ Evaluating the Loaned Executive program and campaign process and making recommendations for improvement (upon completion).

Qualifications

- ◆ Self-motivated and flexible.
- ◆ Enjoys working in a team environment.
- ◆ Maintains regular communication with Campaign Cabinet, Loaned Executive Chair, and United Way staff.

REQUIREMENTS:

- * LE Welcome Lunch/Orientation **June 20 (Half Day)**
- * LE Training **June 21 (Half Day)**
- * LE Agency Tours **July TBD - (usually less than 2 hrs. and includes lunch)**
- * LE Campaign Meetings **August – November as scheduled (usually twice per month)**
- * Campaign Kick-Off **August 10 at Cascades with Speaker Daryl “Moose” Johnston**
- * Closing Reception **TBD - After Thanksgiving**

TIME COMMITMENT: This will vary during the months between July and November, although most company campaigns occur between August and October. There will be weekly presentation opportunities based on your availability. With a limited staff, our local United Way depends on the Loaned Executives to be the “boots on the ground” during the campaign season. This ensures our continued ability to raise local funds with minimal overhead. (Our overhead is sponsored by corporate gifts each year).

NAME (please print) _____

COMPANY NAME _____

MAILING ADDRESS _____

PHONE NUMBER _____

EMAIL ADDRESS _____

ANY SPECIFIC INDUSTRIES OR AREAS THAT INTEREST YOU? _____

Please EMAIL to gjones@uwtyler.org
Questions? Contact United Way of Smith County at 903-581-6376 | UWSmithCounty.org