

# LOANED EXECUTIVE

## Job Description



United Way  
of Amarillo & Canyon

### 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 local companies by assisting in organizing a successful United Way Campaign. Serve as a United Way spokesperson, conveying the needs of the community, and promoting community involvement. Increase corporate campaigns by 5-10%.

### Reports to:

Team Leaders, Assistant Team Leaders, Loaned Executive Chairman

### Responsibilities:

- Attend Loaned Executive Orientation, TBD
- Attend Volunteer Training in Ruidoso, Wednesday, July 22<sup>3rd</sup> – Friday, July 24<sup>5th</sup>
- Attend all Loaned Executive meetings and all campaign-related events, including Orientation, Campaign Volunteer Training and Weekly Training Sessions
- Attend scheduled Loaned Executive meetings each Wednesday morning at 8:00 am (starting on July 29<sup>th</sup> and ending November 11<sup>th</sup>)
- Develop and implement campaign strategies by working with Company Coordinators and Volunteers on assigned accounts.
- Personally contact Company Coordinator(s) of each assigned account and provide the name and contact information to United Way
- Secure company's Corporate Gift on a signed Corporate Pledge form and return to United Way office
- Ensure assigned accounts receive necessary campaign materials
- Make United Way presentations at company campaign rallies and ask for employee contributions
- Provide excellent customer support by arranging for speakers, materials and agency tours through the United Way office
- Prospect new companies to support United Way of Amarillo & Canyon
- Keep volunteers and staff fully informed of campaign progress in accounts on a weekly basis
- Collect needed paperwork from assigned companies
- Submit all campaign reports and contributions to United Way Campaign in a timely manner
- Attend the Campaign Kickoff & Victory Luncheons, Wednesday, September 9<sup>th</sup> & Wednesday, November 18<sup>th</sup>
- Evaluate campaign and make recommendations for the next year's Loaned Executive Team
- Be responsible for campaign wrap-up on accounts assigned

**2009 Required Dates for Participation:**

- Loaned Executive Orientation, TBD
- Ruidoso, Wednesday, July 22<sup>nd</sup> – Friday, July 24<sup>th</sup>
- Kickoff luncheon, Wednesday, September 9<sup>th</sup>
- LE meetings, Wednesdays, 8:00 am
- Victory luncheon, Wednesday, November 18<sup>th</sup>

**Optional Dates for Participation:**

- Family Picnic, Tuesday, August 4<sup>th</sup>
- Youth Day, Tuesday, September 29<sup>rd</sup>
- Canyon Gala, TBD

**Minimum Time Requirements:** 3-10 hours per week (August through mid-November)

**I agree to the above outlined responsibilities as a Loaned Executive, and I accept this role in 2009:**

**Signature:** \_\_\_\_\_

**Campaign Co-Chair Signature:** \_\_\_\_\_

