

Volunteer Job Description and Work Summary

Position: Loaned Executive
Oversight Committee: Resource Development Committee
Staff Contact: President & CEO
Term of Service: July – March

LIVE UNITED



United Way
of the Brazos Valley

Position Summary: Provide support to United Way of the Brazos Valley Resource Development Staff in the execution of workplace campaign activities at over 100 local employers. Speak on behalf of the United Way and your organization in support of financial gifts to United Way by employees. Liaise between company’s Internal Coordinator and United Way staff to ensure all campaign best-practice activities are completed. Support recognition efforts to donors of workplace and Internal Coordinators.

General Responsibilities and Time Commitment. Average time commitment is two hours per week through the Fall and Winter months. This suggested time commitment focuses on major activities of a Loaned Executive; actual time frames and time commitments may vary, depending on the particular business accounts.

Volunteer Committee and Work Responsibilities. Below is a summary of the time frame, activities, and time estimates for this position.

Time Frame	Goal/Activity	Total Time Required during Time Period
July	Attend Loaned Executive Training: Become knowledgeable about your United Way, its mission, goals, values and programs. Learn about specific campaign strategies and tactics.	8 hours
August – January	Communicate on a regular basis with Loaned Executive Team Leads and attend bi-weekly Loaned Executive meetings to communicate progress, resolve issues and concerns with work place campaigns and celebrate successes.	8 – 12 hours
August - January	Provide “Best Practice” support to Internal Coordinators. Help Resource Development Staff prepare for and set-up workplace campaign rallies and meetings.	12 hours, which includes preparation, drive time, and follow-up
September - November	Participate in workplace campaign rallies and meetings and company activities at company accounts to communicate the message, share the vision, show leadership and ask for support. Maintain communication throughout, and collect results in a timely fashion.	12 hours, which includes preparation, drive time, and follow-up
December - March	Conduct Thank You effort for internal coordinators managed	5 hours