

Volunteer Job Description and Work Summary

Position: Loaned Executive Team Leader
Oversight Committee: Campaign Committee
Board Contact: Campaign Co-Chair
Staff Contact: President and CEO and Resource Development Manager
Term of Service: 6-9 Months



Position Summary: Accountable for leading and managing a team of 2 to 4 Loaned Executives in order to meaningfully and measurably increase the individuals in the Brazos Valley that give, advocate and volunteer for the United Way.

General Responsibilities and Time Commitment. July to December totals 48-55 hours. This suggested time commitment focuses on major activities of a Loaned Executive Team Leader and typical time frames and time requirements. Actual time frames and time commitments may vary, depending on the particular community, campaign structure, number of Loaned Executives successfully recruited to a team, as well as other considerations.

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

Time Frame	Goal/Activity	Time Required
June	Recruit strong local leadership to serve as Loaned Executives in order to implement campaign goals and strategies.	3 hours
July	Attend and assist with Informational for Loaned Executives	7-8 hours, which includes planning and preparation time
July	Attend Loaned Executive Training: Become knowledgeable about your United Way, its mission, goals, values and programs. Learn about specific campaign strategies and tactics. Meet with Team Members	8 hours
August – January	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	Communicate on a regular basis with Loaned Executive Team members (1x per week) via in-person Team meetings and/or email/phone. Provide weekly Team updates to Resource Development Staff. Provide material and “Best Practice” support to team members and Internal Coordinators.	10 hours
August - January	As a support to LE team members, participate in employee group meetings and activities at company accounts to communicate the message, share the vision, show leadership and ask for support when requested.	6-10 hours, which includes preparation, drive time, and follow-up
December or March	Conduct Thank You effort for internal coordinators managed by your team of Loaned Executives.	2-4 hours

Qualifications and Prerequisites for Service

- Knowledge of the mission and vision of UWBV.
- Commitment to following the policies of the UWBV including the Code of Ethics, Conflict of Interest and Confidentiality.
- Previous United Way Loaned Executive or other UWBV volunteer experience.
- Live in the UWBV service area and represent at least one of the key sectors of our community.
- Expressed interest in being a UWBV volunteer in this area.