

**United Way of Greater Milwaukee & Waukesha County  
2017 Community Campaign Loaned Executive**



United Way of Greater Milwaukee & Waukesha County (UWGMWC) is currently seeking applicants for our 2017 Loaned Executive (LE) Program. The LE role is a full-time (40 hours per week) temporary position from July 31<sup>st</sup> – December 14<sup>th</sup>, 2017.

Loaned Executives augment UWGMWC's permanent staff during our annual fundraising campaign. LEs assist in developing strong and enduring relationships with local corporations to ensure continuous support of United Way's mission and to help achieve United Way's fundraising goals. To prepare LEs for their assignment, UWGMWC provides two weeks of training, continuous staff guidance and progress updates throughout the campaign.

United Way is a recognized national brand and is the largest funder of health and human services outside of the federal government. Funds raised through UWGMWC remain local and are invested in nearly 220-plus programs at over 110 local nonprofit program partners.

### **Essential Duties and Responsibilities**

- Quickly gain a working knowledge of UWGMWC and the companies assigned to the portfolio. Develop a positive, professional working relationship with assigned company ambassadors and assist them with planning and conducting an effective campaign. Responsibilities include providing necessary campaign materials, presenting to various employee groups and/or coordinating agency tours and speakers.
- Educate the assigned company's employees about the impact UWGMWC makes through funded programs and services. Ask for donations to support the UWGMWC campaign.
- Share responsibility for achieving assigned dollar and participation goals. Success is achieved through consistent interactions with assigned company ambassadors, effective follow-up and timely collection of campaign pledges.
- Maintain complete and accurate records within UWGMWC's donor database. Comprehensively evaluate and make recommendations of assigned accounts for future campaigns.
- May be asked to target and attain new donors through phone solicitation.

### **Ideal Loaned Executive Traits**

- Excellent skill-set for identifying customer expectations, prioritizing tasks and offering practical solutions.
- Community service-oriented, highly professional and confident people skills.
- Takes initiative in a diverse environment with an adaptive communication style, maintaining a high ability to work with teams or independently.
- Strong written and verbal communication skills. Excellent presentation skills.
- Detail oriented and highly organized. Effectively manages workload and completes deadlines timely.
- Represents UWGMWC professionally and maintains client confidentiality at all times.
- Proficient in MS Word, PowerPoint, Excel, Outlook and web-based research. Ability to learn basic donor database entry.

### **Why Apply?**

- LEs gain comprehensive sales, management and presentation skills.
- LEs are exposed to unique professional development and networking opportunities.
- LEs can increase their confidence, executive presence and leadership abilities.
- LEs strengthen their knowledge of community issues and organizations that address those issues.

### **Additional Requirements**

- Valid driver's license, reliable automobile and auto insurance coverage. 30-50% local travel (no overnight).
- Requires 40 hours per week, occasional evenings and weekends.
- Ability to lift up to 25 pounds and to walk, sit and stand for extended periods.
- High school diploma or equivalent. 1-3 years of work experience preferred or internship/community service equivalent.
- Prior sales experience a plus.

### **TO APPLY:**

For further job criteria and complete details, click on: <https://www.milwaukeejobs.com/j/18181010>. **Candidates meeting or exceeding job requirements are asked to apply directly at this web address ASAP.** Posting closes once adequate number of applicants is reached.

**Equal Opportunity Employer  
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