



UNITED WAY OF YORK COUNTY LOANED CAMPAIGN ASSOCIATE PROGRAM

Job Description: The Loaned Campaign Associate (LCA) is responsible for assisting United Way campaign staff with company accounts during the annual fall campaign. LCAs are responsible for contacting campaign coordinators at assigned companies to gather necessary information for and assist in current year campaign planning (campaign dates, number of employees, meeting requirements, campaign material requirements, etc.); packing and delivering campaign material; potentially speaking on behalf of United Way at employee group meetings; follow up calls for campaign status and picking up completed campaign results.

Objective: The overall objective of the LCA program is to increase employee participation and campaign contributions.

Reports to: Campaign Division Director, Workplace Campaign Director, Senior Director of Donor Relations

Time Commitment and United Way expectations: Time commitments vary depending on the flexibility of the LCA and the company loaning that person. We would ask that each LCA spend at least 10 hours per week on United Way related work.

We ask for employees who will:

- Participate in United Way's two day training program in August.
- Participate in the Campaign Kickoff on September 10th.
- Work from the United Way office one day per week (or equivalent).
- Participate in the Campaign Celebration on December 13th.

Key Responsibilities:

- Guide and support campaign activities for assigned accounts.
- Keep UW Staff apprized of account status (verbally and written) as required.

Primary Activities:

- Ensure all assigned accounts have developed a campaign plan.
- Ensure assigned accounts have all information and materials necessary to run a successful campaign; deliver campaign materials; schedule agency speakers/tours.
- Monitor all accounts for campaign follow through and completion.
- Inform United Way staff of developments and changes in assigned accounts.
- Ensure completion of assigned employee campaigns within campaign time frame.
- Ensure report envelopes are properly completed and submitted to the United Way.
- Ensure corporate gifts are obtained from assigned accounts when necessary.