



## 2005 Loaned Executive Program

### Definition:

**Loaned Executive (LE)** - The Loaned Executive is a carefully selected individual from a business organization or government agency who is assigned by their employer to work as a United Way Campaign volunteer during September through December. Past LE's have come from all areas of the workforce; management, professionals, clerical and organized labor.

The LE assists with implementation of the annual United Way Campaign. They also:

- Provide support to Employee Campaign Coordinators (ECC's) while conducting their employee workplace campaigns
- Coordinate company campaigns in firms that lack an ECC

### Time Commitment:

LE's function as United Way staff support one to five days per week during a 10-week period. Loaned Executives are on a very flexible schedule with regard to their full-time work commitments.

### Necessary qualities of a Loaned Executive Employer

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| <ul style="list-style-type: none"> <li>• Enjoys working with the public</li> </ul>              |
| <ul style="list-style-type: none"> <li>• Manages multiple tasks</li> </ul>                      |
| <ul style="list-style-type: none"> <li>• Self motivated and enthusiastic</li> </ul>             |
| <ul style="list-style-type: none"> <li>• Flexible</li> </ul>                                    |
| <ul style="list-style-type: none"> <li>• Wants to learn more about their community</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Strong oral and verbal communication skills</li> </ul> |

### Benefits to the

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|---|
| <ul style="list-style-type: none"> <li>• An employee with improved skills in public speaking, organization, planning, leadership and time management</li> </ul> |
| <ul style="list-style-type: none"> <li>• An employee who has new business and community contacts and networking opportunities for your organization</li> </ul>  |
| <ul style="list-style-type: none"> <li>• An employee who better understands the needs of the community, and how they can make a difference</li> </ul>           |

## Loaned Executive Responsibilities

LE's are *crucial* to the success of our annual campaign. Their primary goal is to help raise and secure funds for critical services that help meet our community's health and human service needs.

### Additional responsibilities include:

- Develop a working knowledge of United Way of the Mid-Willamette Valley and its funded programs
- Work closely with the ECC to ensure company campaign success by:
  - Securing campaign material from the United Way office
  - Assisting with planning and conducting employee meetings
  - Speaking to company groups
  - Working with UW staff to arrange agency tours or speakers
- Maintain close contact and provide follow-up assistance as needed
- Help recruit or act as an Employee Campaign Coordinator if a corporation has no ECC
- Attend bi-weekly update meetings at the United Way office
- Send thank you letters to CEO's, Managers and ECC's
- Submit account summaries with recommendations for the benefit of future campaigns for each assigned account

**The Loaned Executive is a critical component to the success of the annual United Way Campaign...and success in our community!**

