



# Loaned Representative Job Description

## Supporting the annual workplace giving season

### The Opportunity

Working closely and under the supervision of the Resource Development Department, the Loaned Representative will be based out of the Kelowna office. The Loaned Representative assists with the annual Workplace Campaign along with other resource development tasks for 16 weeks during our workplace giving season. This program allows the United Way to increase our resource development staff during the Campaign at no cost which, in turn, allows us to leverage donor dollars more efficiently.

**The Term:** September to December 2017

### The Job

The Loaned Representative will be assigned to support the Resource Development Department by:

- Assisting with training of Employee Campaign Coordinators in assigned workplace accounts.
- Coordination of agency speakers for requested workplace presentations.
- Updating database with information on accounts.
- Tracking and dropping off kits and supplies to workplaces.
- Monitoring results.
- Assisting with workplace special events.
- Picking up report envelopes and returning to UWCSO office.
- Maintaining organized files for numerous campaigns.
- Professional, discreet conduct.
- Making Corporate Calls, Cold Calls, assisting with Corporate Pitches and Presentations.
- Maintaining and creating relationships within the community on behalf of the United Way CSO.
- Assists with planning and production of campaign collateral and advertising.

### The Skills Needed

United Way will provide all of the necessary training and coaching. We believe that the following skills are essential to ensure that the Loaned/Sponsored Representative is successful:

- **Interpersonal skills** – ability to build relationships, motivate others and encourage involvement.
- **Organization and time-management skills** – ability to prioritize competing tasks, plan and organize events, and accomplish goals within a very tight timelines.
- **Teamwork skills** – the desire and ability to work collaboratively towards common goals with a variety of individuals from diverse backgrounds and ideologies.
- **Relationship Sales skills** – capable of negotiating strategies and asking for support while building relationships.
- **Communication and presentation skills** – able to clearly communicate and present to individuals and groups at all organizational levels.
- **Passion and a commitment to help others.**

**Please note:** All representatives must have a valid driver's license and a vehicle available for daily use.

### The Benefits

#### Employee:

- Receive training to hone or develop new skills
- Preparation for new job or management role
- Learn about your community
- Enhancing teamwork skills
- Raise dollars for United Way helping over 85,000 people in your communities
- Return to your organization re-energized

#### Organization:

- Provide valuable experience and education for your employee
- Boost employee morale by demonstrating your commitment to the community
- Recognition as a community corporate donor
- Know that you are making a difference

**Together, we are possibility.**

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