

Loaned Executive Job Description

Warren County
United Way



A loaned executive is an individual from a business or government organization who is assigned by the individual's employer to work under the general guidance and direction of a knowledgeable and experienced Warren County United Way staff member. A loaned executive allows the Warren County United Way to keep overhead costs low so more money goes to the Warren County community.

Key Traits of a Loaned Executive

1. Believes in the United Way mission
2. Communicates effectively
3. Likes to serve and enjoys working on a team
4. Comfortable working with a computer

Duties

1. Become familiar with the Warren County United Way's mission, vision, organization, partner agencies and programs.
2. Become familiar with assigned companies; organize, develop and promote workplace campaigns.
3. Attend Campaign Kickoff, Best Practices Meeting, and Annual Meeting/Campaign Finale events.
4. Complete a brief evaluation report on each account.
5. Return any supplied file folders, campaign materials, etc. to Warren County United Way office by dates requested.

Time Commitment

- Mid-August through completion of campaign (2 days a week max)

Company Benefits

- Enhanced corporate image
- Increased business contacts
- Company recognition
- People development

Employee Benefits

- Learning new skills
- Networking with companies within the community
- Gaining a knowledge of the social needs of the community and how they affect the business community

Loaned Executive Program

Response Form

_____ Yes, we will support the Loaned Executive Program

_____ No, we are unable to provide a Loaned Executive for this year's campaign but please contact us next year.

Please fill in the following information and return by mail or fax to
Warren County United Way at (513) 932-4496.

LOANED EXECUTIVE NAME(S) _____

ORGANIZATION NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE NUMBER _____

FAX _____

EMAIL _____

THANK YOU FOR YOUR SUPPORT!

A Warren County United Way Campaign Team member will be contacting you to confirm this information and answer any questions you may have.

**Warren County
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