



Job Vacancy Announcement

Position Title: Loaned Executive

Position Type: Temporary, Non-Exempt

Position Duration: August 25, 2008– November 21, 2008

Position Hours: 8:00am to 4:30pm – could include some early morning meetings

Position Objectives: Provide leadership, fundraising and teamwork to assist local employer's plan, implement and run successful United Way workplace campaigns. Serve as a United Way spokesperson, conveying the needs of the community, specifically in the area of community impact. Provide excellent account management to facilitate successful strategies to raise the maximum resources.

Core Competencies:

- Strong leadership skills.
- Highly ethical, trustworthy, and professional.
- Positive attitude, team player, flexible.
- Ability to prioritize, manage multiple projects, define problems, make decisions and track results.
- Effective communication skills: verbal, written, phone.
- Self-directed, enthusiastic, and creative.
- Basic math skills, proficient in Microsoft Word and Excel.
- Previous sales or fundraising experience a plus.

Candidate should have a valid drivers license, use of a car, and have the ability to carry up to 25 lbs. of campaign materials

What you'll gain at the end of this assignment:

- Enhanced skills in the areas of public speaking, sales and professional networking.
- Improved leadership, management, planning and organizational skills.
- An appreciation of the impact of corporate philanthropy in the community.
- Personal and professional development from creating lasting change in our community.

Salary: \$10.00/hr to \$11.00/hr plus appropriate mileage reimbursement per IRS guidelines

Deadline for applications: August 8, 2008

How to apply: Send resume *and* cover letter explaining why you would be an outstanding Loaned Executive to:

Michelle Turner
United Way of the Quad Cities Area
3247 E. 35th Street Court
Davenport, IA 52807
mturner@unitedwayqc.org or (fax) 563-355-3308