

United Way of Greater Milwaukee has exciting opportunities for seasonal Loaned Executives! These select individuals are hired by United Way to be an extension of the full time United Way staff during the yearly community campaign months. The LE assignment **begins August 8 and continues through December 13, 2011**. LEs serve as the primary liaison to businesses throughout Greater Milwaukee, assisting each company with running internal employee giving campaigns that benefit recipients through United Way of Greater Milwaukee. Each LE supports 50 to 80 workplace giving campaigns, helping the campaigns improve their results as much as possible.

Essential Duties and Responsibilities (includes but not limited to): A successful Loaned Executive...

- Quickly gains a working knowledge of United Way of Greater Milwaukee and the companies assigned to the Loaned Executive's portfolio.
- Develops a positive, professional working relationship with each assigned Employee Campaign Coordinator (ECC) and assist them with planning, organizing and conducting effective campaigns. Responsibilities include providing necessary campaign materials, presenting to employee groups, and/or coordinating agency tours and speakers.
- Educate employees about the impact United Way creates through funded-programs and services. Ask employees to support United Way funded agencies by donating to the campaign.
- Shares responsibility for achieving assigned dollar and participation goals established by United Way volunteers and staff. Success is achieved through consistent interactions with Employee Campaign Coordinators, effective follow-up and timely collection of campaign pledges.
- Maintains complete and accurate records of assigned accounts within United Way's internal data management tool. Provide a comprehensive evaluation, inclusive of recommendations, of assigned account set for future campaigns.
- May be asked to target and attain new donors through phone solicitation.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Professional Skills: A successful Loaned Executive...

- Demonstrates excellent client service – identifies client expectations and offers practical, innovative solutions to meet client needs. Community/service-oriented.
- Works effectively with many types of people. Adapts communication style to meet the needs of others (outgoing, positive personality). Confident interacting regularly with new people.
- Possesses strong written and oral communication skills; strong emphasis on presentation skills acumen. High self-confidence level.
- Successfully works in both team-oriented and independent environments.
- Manages workload and completes deadlines on-time in a demanding, fast-paced environment. Takes initiative with project management and conducts appropriate level of follow-up with clients and internal staff.
- Represents United Way of Greater Milwaukee in a professional manner that is consistent with our mission. Maintains client confidentiality at all times.
- Demonstrates proficiency in Microsoft Office products including Word, PowerPoint, Excel and Outlook and ability to learn basic database entry.

Additional Requirements:

- Valid driver's license, reliable automobile and auto insurance coverage. Ability to spend 30-50% of time on the road working with client companies, and to drive 25-100 miles per week.
- Ability to commit to full-time employment **from August 8-December 13, 2011**, and to work irregular hours (possible evening or weekend) as needed.
- Must be able to lift up to 25 lbs. Occasional walking, sitting and standing for extended periods of time
- Minimum high school diploma or equivalent; Bachelor degree preferred. 1-3 years work experience or equivalent combination of higher education and internship experience.
- Detail-oriented and highly organized. Basic math acumen (percentages, statistics) required.
- Computer skills should include MS Word, PowerPoint, and web-based research.
- Sales experience and bi-lingual (Spanish) a plus.

TO APPLY:

For further job criteria and complete details, click on: <http://www.milwaukeejobs.com/jobs.asp?pagemode=15&jid=2350309>.

Candidates meeting or exceeding job requirements are asked to apply directly at this web address (preferred) by June 3, 2011. You may also send a resume including salary requirements to Human Resources, United Way of Greater Milwaukee, 225 W. Vine Street, Milwaukee, 53212, fax (414) 263-8403.

APPLICATION DEADLINE: JUNE 3, 2011

United Way is an Equal Opportunity Employer