

# **United Way of Thunder Bay 2010 Sponsored Employee Position**

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**United Way of Thunder Bay needs your enthusiasm, dedication and skills! We are looking for passionate and hard working individuals who can help coordinate workplace campaigns to raise funds for social programs and services in Thunder Bay**

## **Profile:**

**Sponsored Employees have been specifically selected by their employers and loaned to the United Way to play an integral role as an extension of the United Way staff. At the completion of an intensive week of training, Sponsored Employees are skilled to assist workplace employee campaigns with their planning, monitoring and implementation**

Term: August 30 to December 17, 2010

## **Key Responsibilities**

### **As an Account Manager**

- Develop a goal and action plan for assigned accounts
- Advise, motivate and recognize United Way workplace volunteers
- Deliver campaign materials
- Communicate the United Way message to individuals and groups
- Monitor fundraising activities and report results for assigned accounts
- Provide Progress reports for staff on an ongoing basis
- Complete a detailed evaluation for each accounts
- Maintain clear and accurate files on each account
- Attend and assist with special events and other activities that may occur outside of normal working hours, including weekends
- Attend regular United Way meetings and training sessions
- Seek opportunities for new account development

## **Skills Required**

- **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 fixed timeframe
- **Teamwork skills** – the desire and ability to work collaboratively towards common goals with a variety of individuals from diverse backgrounds and ideologies

- **Communication and presentation skills** – able to clearly communicate and present to individuals and groups at all organization levels
- **Basic math skills** – and high attention to detail
- **A commitment to helping others**
- **Cultural sensitivity**
- **Valid driver's license and a vehicle availability for daily use**
- **Ability to lift and carry weights up to 20 kg**

### **Employer Responsibilities**

- **To select an individual who will represent the organization well and be able to assume the responsibilities assigned**
- **To continue the individual's salary and benefits as usual**
- **To reimburse mileage costs for the vehicle the sponsored employee is utilizing for United Way work only**
- **To cover meal costs for meetings**