



Combined Federal Campaign

MARICOPA COUNTY COMBINED FEDERAL CAMPAIGN 2011 LOANED EXECUTIVE (LE) POSITION DESCRIPTION

I. TIME FRAME

The time frame for the Loaned Executive (LE) assignment is from Friday, August 5, 2011 through Friday, November 25, 2011. Special arrangements for leave may be worked out in advance with the Executive Director, but generally CFC needs its Loaned Executive staff for this entire period, and may be extended through Dec 31, 2011 if approved by the LE's supervision.

II. REQUIREMENTS

The Loaned Executive position requires a positive individual with a great capacity for hard work, and an ability to deal with challenges, a commitment to personal growth, a willingness to learn and practice public speaking skills, great flexibility, a commitment to achieving excellent results and strong skills in working with others. Grade level and current responsibilities are of much less importance than the abilities and commitment demonstrated by the nominee. Successful Loaned Executives have ranged from civilian grades GS5 to GS11 and from Air Force Technical Sergeant to Captain.

III. RESPONSIBILITIES

- Maintain a high level of professional competence and integrity; instill confidence and respect in fellow Federal Employees, Loaned Executives and CFC staff.
- Attend orientation and LE training sessions scheduled by the CFC office.
- Provide personal leadership and account management of 85 plus CFC Federal office locations.
- Review and become familiar with the background and giving history of assigned offices.
- Develop and implement campaign work plans, based on individual account assignment priorities.
- Develop a strong working relationship with Federal agency representatives and campaign leadership in designing and executing a successful internal campaign.
- Conduct Coordinator and Key worker training in assigned Federal agencies.
- Utilize a full range of promotional materials, resources and coordinate charitable agency speakers to present interesting and motivational meetings.
- Prepare additional training and promotional materials as needed, including charts, graphs, verbal presentations and meeting agendas.
- Monitor individual account progress; maintain regular contact with the CFC Director and ensure that appropriate deadlines are met for campaign closure.
- Record campaign results on appropriate CFC forms and update CFC Assistant database as required.
- Pick up and deliver campaign pledge envelopes, ensure chain of custody and receipt of audited CFC pledges (cash, check, & payroll) from the federal agencies to CFC Pledge Processing office.
- Deliver donor recognition items as appropriate.
- Review campaign progress in weekly meetings individually with the CFC Director and as needed.
- Prepare CFC Thank you and achievement correspondence to federal agency directors and coordinators.
- Maintain a Daily written and CFC Assistant Software log of activities on each account and close out account files completely before departing the CFC office in late November.
- Provide personal support to special projects and to other CFC staff as needed. Perform other duties that arise throughout the campaign as determined by the CFC Director.

IV. TRAINING

Specialized training will be provided to CFC Loaned Executives. Topics will include: team-building, time management, account analysis and campaign planning, public speaking skills and practice, CFC regulations, conducting Coordinator and Key worker training, paperwork and money management requirements, volunteer motivation and leadership, recognizing CFC donors and volunteers, closing out accounts and agency achievement awards. Loaned Executives will also be given the opportunity for tours of and hands-on work with local human service agencies.

V. STAFF SUPERVISION AND SUPPORT

During his/her assignment to the CFC, the Loaned Executive will serve at the discretion and under the day-to-day guidance of the CFC Director. Loaned Executives will also meet with Local Federal Coordinating Committee (LFCC) leadership throughout the campaign.

The CFC office is located in the Valley of the Sun United Way Building, 1515 East Osborn Road, Phoenix, AZ. Each Loaned Executive will be assigned a work area, computer and telephone for campaign use. Free parking is provided at the CFC office. Other parking costs and mileage will be reimbursed by the sending Federal agency. Standard computers are available in the office, utilizing Microsoft Office Suite software.

Each Loaned Executive will receive a written performance appraisal from the Director at the completion of the assignment. Additionally, a personal letter and the performance appraisal will be sent to each Loaned Executive's supervisor. Loaned Executives and their supervisors are recognized publicly at the Loaned Executive Appreciation Event in December 2011.

VI. LOANED EXECUTIVE CONDUCT AND PERFORMANCE STANDARDS

Loaned Executives are assigned to the CFC for the entire period of the campaign. They are specifically prohibited by 5 CFR 950 from performing other duties outside the scope of CFC during this time. They are responsible for conducting themselves, and all CFC activities, in a professional and ethical manner. Any Loaned Executives who fail to comply with written or implied standards of conduct will be dismissed and returned to their Federal work center or duty location immediately. Serving as an LE is to be construed as a privilege and not a right or entitlement, and LE's must conduct themselves in a manner that invokes trust and confidence from Federal Employees and the public.

