

United Way Loaned Representative Program Job Description



Position Duration: Monday, August 27, 2018 to Friday, December 7, 2018

Program Overview

The Loaned Representatives reside in the area of Resource Development. This department is responsible for raising funds to support our organization's short and long-term goals of investing in local services and addressing the complex issues of our community at the root causes.

Funds are raised primarily through annual workplace campaigns, where more than 400 local organizations fundraise on behalf of United Way.

The Loaned Rep program is a powerful professional development program that combines skill development and leadership training with community involvement. Participants are at the front of the fall fundraising efforts, directly interacting with workplace campaigns and the volunteers that lead them.

Key Responsibilities

As a United Way Loaned Representative, you will work with a team to provide support to United Way workplace campaigns on a full-time basis. Loaned Reps assist with the planning, implementation, monitoring and evaluation of workplace campaigns.

You will work under the management of a United Way staff member to:

- Act as an account manager for a portion of United Way's workplace campaigns;
- Develop relationships with, and provide excellent customer service to workplace volunteers;
- Attend campaign meetings and events as required;
- Coordinate and deliver presentations to workplaces;
- Monitor account activities and identify challenges and solutions with guidance from United Way staff;
- Complete a detailed final report on all assigned United Way workplace campaigns;
- Collect, tabulate and reconcile funds raised.

Ideal Candidate

- Goal-oriented and seeking new challenges
- Basic computer skills
- A problem-solver who thrives in a team environment
- A potential leader who is passionate about the community
- Confident, adaptable and flexible with a 'can do' attitude
- Post-secondary education or equivalent work experience

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Why Apply to be a Loaned Representative?

Loaned Representatives will build upon their existing experience by developing and enhancing the following skills:

- Database management and use of CRM Software
- Customer service
- Teamwork and interpersonal
- Public speaking
- Time and project management
- Organization, facilitation and analytics



“I was fortunate to join the United Way Regina Team for their 2017 Campaign through the Loaned Representative program and it was a great experience! Getting to work with the United Way staff and workplace volunteers who are passionate and committed to helping people in the community was very inspiring! The program was a positive environment that offered a variety of opportunities for career development and was fulfilling as I truly felt I was helping make a difference!”

- Amanda Kerr, BBA, SaskPower

Additional Information

Loaned Representatives should be aware of the time commitment and expectations:

- Mandatory training takes place from Monday, August 27 to Friday, August 31, 2018
- For the duration of the 15-week program – August 27 to December 7, 2017 – Loaned Representatives will work out of the United Way office
- Loaned Rep’s will work primarily during United Way Office Hours. Occasional work outside of office hours may occur
- Loaned Representatives are engaged in the work of United Way full-time and are not available to perform regular workplace duties.
- This role requires the use of a vehicle and mobile phone.

For more information on the United Way Loaned Representative program, please contact us!



United Way
Regina

Kristin Gushuliak

Associate Director, Workplace Campaigns

P: 306-751-4750 Ext. 760

E: kgushuliak@unitedwayregina.ca