



Tennessee Regional CFC 2012

Loaned Executive Position Description

TIME FRAME

The time frame for the Loaned Executive (LE) assignments is from Mid August through Mid December 2012. The CFC is in need of Loaned Executive staff on a full-time and part-time basis. Special arrangements may be worked out in advance.

REQUIREMENTS

Loaned Executive positions require bright, positive individuals with a capacity for hard work. A desire to make a contribution, an ability to simultaneously manage details of several projects, an interest in personal growth and a willingness to learn and practice public speaking skills are considered necessary characteristics for Loaned Executives. The Loaned Executive program is a chance for a rising star in your agency to develop their professional skills and help raise money for worthy causes. Loaned Executives are the backbone of the CFC campaign without them, the campaign could not help the many people locally, nationally and internationally that it serves.

RESPONSIBILITIES

The Loaned Executive will...

- attend preliminary and interim training sessions scheduled by the CFC office
- provide personal leadership managing CFC agencies
- review and become familiar with the background and giving history of assigned federal agencies
- set account priorities with the CFC Campaign Manager
- develop and implement an overall campaign work plan based upon individual assignment priorities and overall campaign needs
- develop a strong working relationship with federal agency executives, campaign chair people and coordinators in designing and executing successful agency campaigns
- conduct Keyworker training
- utilize a full range of promotional materials and resource people to present informative and motivational events
- prepare additional promotional materials as needed, including charts, graphs, verbal presentations and meetings
- monitor individual account progress; maintain regular contact with coordinators and ensure that appropriate deadlines are met for campaign closure
- record/document campaign results on appropriate CFC forms
- pick up and deliver campaign receipts to the CFC office



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- prepare correspondence to each agency and its leadership, expressing thanks for their campaign work and achievement
- maintain a written log of activities on each account and close out account files completely before campaign ending date
- maintain a high level of professional competence and integrity; instill confidence in and respect of fellow Loaned Executives, CFC employees and federal agency personnel
- perform other duties that arise throughout the campaign as assigned

PROFESSIONAL DEVELOPMENT & TRAINING

Five days of training will be provided to CFC Loaned Executives in August. Loaned Executives will also be given the opportunity to visit local health and human service organizations.

Being a Loaned Executive provides professional development training through:

- Improving public speaking skills
- Building time management skills
- Creating self-motivated workers, setting priorities for time and resources
- Developing action plans for each agency
- Working with multiple federal agencies to provide services to those in need

STAFF SUPERVISION AND SUPPORT

- During assignment to the CFC as a Loaned Executive, the CFC campaign manager will provide day-to-day guidance and supervision.
- The CFC campaign manager supports Loaned Executives and the entire office operation and is responsive to the Chair and the LFCC.
- The CFC office is located in East Nashville in the Community Shares of Tennessee office. Free parking will be provided.
- Loaned Executives support accounts in Nashville and its surrounding counties. Travel is required and we ask that the sponsoring agencies pay mileage or provide a loaner vehicle and parking costs. This further reduces the CFC operating budget and overhead.
- Standard office machines, telephones and computers will be made available to Loaned Executives.
- CFC Loaned Executives will be recognized publicly at a Campaign Celebration event.



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PERSONNEL ADMINISTRATION

Loaned Executives should coordinate with the personnel office managing their individual records in accordance with established and regulated procedures for family emergency days off, sick days, and vacation days. For vacation and sick days, the CFC campaign manager (650-9122), should also be informed.