



UNITED PERFORMING ARTS FUND

*Life's better with the arts*

**Loaned Executive**

**2012 Community Campaign**

**February 20 – June 1, 2012**

**Summary:**

A Loaned Executive (LE) is an individual who is appointed by his/her employer or is hired by the United Performing Arts Fund (UPAF) to assist with implementation of the annual Community Campaign in the area of Employee Giving. The primary responsibility is to assist with the management of 30 to 40 campaigns within businesses and organizations throughout southeastern Wisconsin.

**Essential Duties and Responsibilities - includes but not limited to:**

- Gain a working knowledge of the **United Performing Arts Fund**.
- Develop a positive working relationship with each assigned Employee Campaign Coordinator and assist each with planning, organizing and conducting effective campaigns at his/her workplace.
- With directive from UPAF Development Directors provide necessary campaign materials, make presentations to employee groups and/or coordinate performers and speakers.
- Achieve success through consistent interactions with Employee Campaign Coordinators, effective follow-up and timely collection of campaign envelopes.
- Maintain complete and accurate records of assigned accounts within UPAF's internal data tracking tool to be reviewed regularly with UPAF Development Directors.
- Provide a comprehensive evaluation of assigned accounts, including recommendations for future campaigns.
- Send appropriate thank-you letters.
- Attendance and participation required:
  - Formal training
  - Weekly Staff/LE meetings
  - Community Campaign Kickoff (April 4, 2012)
  - Employee giving presentations and related activities – February through June
- Attendance optional:
  - UPAF Ride for the Arts (June 3, 2012)
  - Community Campaign Celebration (June 26, 2012)

**Personal Skills - A successful Loaned Executive must consistently demonstrate:**

- Strong interpersonal skills and ability to work effectively with many types of people.
- Strong written and oral communication skills, including effective public speaking ability.
- Ability to manage many projects at once, maintaining high efficiency and timeliness.
- A commitment to providing excellent customer service.
- A strong work ethic and innovative spirit.
- Initiative and ability to work independently and as a team member.
- Adaptability to a fast-paced environment with high demands.
- Ability to represent the **United Performing Arts Fund** in a professional manner.

**Interactions—Internal and External:**

- UPAF Staff and Volunteers
- Company/Organization Executives, Employee Campaign Coordinators and Employees

**Requirements:**

- A valid driver's license and a reliable car
- 1-3 years work experience or equivalent combination of higher education and internship experience.
- Must be able to lift and/or move campaign materials not exceeding 25 pounds.