



JOB DESCRIPTION

Title: **Employee Coordinator (EC)**

Objective

Encourage your co-workers to participate in creating a stronger community by planning, coordinating and implementing an effective workplace campaign for the Tygart Valley United Way.

Responsibilities

- Attend Employee Coordinator training
- Partner with your CEO/President and United Way staff to create an effective campaign plan
- Use the United Way CEO as a resource to help develop plans
- Recruit a campaign committee from key areas of your organization
- Coordinate the distribution of campaign materials and collection of pledge cards
- Use the online Campaign Toolbox at www.tvunitedway.org as a resource for additional materials and ideas
- Coordinate kickoff and recognition events
- Promote the campaign to all employees and publicize campaign results throughout the drive
- Promote leadership giving and the emerging leaders program
- Provide all employees the opportunity to give
- If possible, encourage retirees to participate in your campaign
- Attend community events and report on your campaign progress/success
- Thank donors and volunteers for their generosity
- Complete your campaign by filling out your Report Envelope and deliver to United Way office
- Evaluate and make recommendations for next year's committee or EC

Tygart Valley United Way

Main Office: 221 Washington Street, Fairmont, WV 26554

Regional Office: 10 11th Street, Suite D, Elkins, WV 26241

(304) 366-4550 | unitedway@tvunitedway.org | www.tvunitedway.org