

**United Way of Dubuque Area Tri-States
2018 Campaign Cabinet
Job Description**

Position: Campaign Cabinet Member/Division Chair

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Objective: Campaign Cabinet members are volunteers who represent many professional fields in Dubuque, Delaware, Jackson and Clayton counties. Members are chosen for their expertise and involvement in the community. Their overall objective is to support United Way's mission of connecting people and resources to advance the health, education and income of those in need in our community through achievement of the annual campaign goal.

Key Responsibilities:

- Be knowledgeable about United Way of Dubuque Area Tri-States' Investment Model, mission and goals. Be able to articulate how United Way provides value.
- Recruit volunteers as needed to assist with campaign. (United Way will also be doing this.
- Assist in preparing a list of companies for new account development and make introductions to the CEO if appropriate.
 - Prior to CEO visits, work with UW staff to determine strategy and determine key asks. Conduct face-to-face CEO visits with UW staff present.
- Review accounts to develop division goals and develop strategies to engage and solicit your accounts. Obtain and provide contact information for staff and volunteers for new business leads and existing accounts that would benefit from improved personal relationships.
- Write thank you notes to CEOs you visited with
- Maintain ongoing contact with United Way staff and fellow cabinet members regarding division progress
- Be available for consultation and troubleshooting during the campaign
- Attend monthly Campaign Cabinet meetings and report progress
- Attend the United Way kickoff and wrap-up event
- Contribute financially to the campaign

Staff Support:

- United Way staff will support and advise, organize meetings, provide training, maintain records, research areas of potential, keep the Cabinet informed of progress toward goals, acquire needed supplies and materials and prepare communications necessary for successful attainment of campaign goals.

Timeframe:

- Monthly July 2018-December 2018, wrap-up meeting spring 2019

Time Commitment:

Item	Monthly Anticipated Commitment	Total Commitment
Training:	N/A	1.5 hrs
Committee Meetings (w/travel):	1.5 hrs	12 hrs
Division Meetings (w/travel):	1.5 hrs	12 hrs
CEO Calls	1 hr	8 hrs
CEO strategy session	1 hr	5 hrs
CEO visits (w/travel)	1.5 hrs	7.5 hrs
Thank You Cards/Calls	0.5 hr	2.5 hrs
Ongoing progress/updates	1 hr	7 hrs
Totals	7.5 hrs/mo.	55.5 hrs/8 mo.

Our Mission is to connect people and resources to advance the health, education and income of those in need in our community.

