

# RESPONSIBILITIES OF THE DIVISION CHAIR

## OVERALL ROLE

A member of the United Way Campaign Cabinet, the Division Chair provides leadership for a specific group of organization for United Way of Midland County's fundraising efforts.

## RESPONSIBILITIES

1. Develop, implement and evaluate a comprehensive campaign plan, strategy and timeline. Maximize existing resources, cultivate new companies and set challenging goals with the United Way staff.
2. Recruit and oversee Loaned Executives and volunteer team (appropriate in size to the needs of your division) who will work with the Division Chair to contact organizations, drop off materials, make presentations and encourage support.
3. Work with your division to capture kick-off dates, events and speaker requests for all assigned accounts.
4. Conduct regular division team meetings to keep the momentum going and share information and ideas.
5. Identify potential prospects and visit with new accounts.
6. Attend volunteer training session (optional) on August 10th to gain a solid understanding of the United Way message and your responsibilities, goals and objectives.
7. Serve as a United Way spokesperson and ambassador to organizations and deliver presentations.
8. Regularly review division reports and attend scheduled Campaign Cabinet meetings to share updates.
9. Work with United Way staff to coordinate thank you letters to division volunteers and the organizations that conduct campaigns.

ONE LIFE

ONE VOICE

ONE COMMUNITY

ONE DONATION

ONE HOUR

THE DIFFERENCE

STARTS WITH YOU