



## **CABINET ACCOUNT EXECUTIVE ROLE POSITION DESCRIPTION**

As an Account Executive, you will play a critical role in United Way’s fundraising process. Account Executives open doors, communicate United Way’s message, support United Way within their own organizations, and provide an essential link between United Way and the community.

<b>Time Commitment:</b>	<b>(hours)</b>
• Training/orientation	2
• Account Visits (plan, meet, follow-up)	3 x 5
• Team Meetings	1 x 5
• Communication with Division Chair & United Way staff	3
• Special Events	<u>1 x 5</u>
<u>Total</u>	30 hours

**As an Account Executive, you are accountable to the Division Chair and your key tasks will include the following:**

1. Review assigned accounts, discuss strategies and participate in setting division goals with Division Chair and United Way staff.
2. Participate in training, orientation and strategy meetings.
3. Meet with your United Way staff partner to arrange account visit strategies and organize visits.
4. Confirm all requests in writing after the account visit and follow up as required.
5. Champion United Way within your own workplace and make a responsible, personal United Way gift.