



## **CABINET DIVISION CHAIR ROLE POSITION DESCRIPTION**

As Division Chair and member of the Campaign Cabinet, you will play an integral role in the success of United Way's annual Campaign. The Division Chair will recruit and lead a volunteer division team (Account Executives) to raise money for United Way funded programs and services. You will speak for the division at Cabinet meetings and work closely with your United Way staff partner.

### **Roles and Responsibilities:**

As a member of the Campaign Cabinet, you are accountable to the Campaign Chair. Your key tasks include the following:

1. Work with your United Way staff partner to develop a division plan, which includes measurable objectives and strategies.
2. Enlist, motivate and monitor an account executive team of volunteers who will use their leverage to secure support for United Way.
3. Attend Cabinet meetings and provide status reports. Send an informed designate when unable to attend.
4. Attend United Way strategic special events such as the Campaign Launch, Agency Tours, Leadership Event and the Campaign Celebration.
5. Play a lead role in securing strategic account visits. Work with your United Way staff partner to prepare the appropriate solicitation package. Attend appropriate account visits and ask for financial commitment and support. Coach your team on their visits.
6. Champion the United Way within your own workplace campaign.
7. Make your own personal United Way gift and solicit gifts from your account executive team.