

# 2010 Combined Federal Campaign (CFC) Employee Campaign Manager Job Description

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## **OBJECTIVE:**

Plan, organize and implement an effective CFC employee campaign within the organization.

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## **CRITERIA:**

CFC Donor

Volunteer

Enthusiastic and positive about the CFC.

Strong interpersonal and organizational skills.

Well-respected by co-workers and management.

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## **RESPONSIBILITIES:**

- Work closely with CFC staff and CFC Campaign Specialist (formerly “Loaned Executive”) to establish campaign goals and time frames.
- Promote participation of your agency in the campaign kickoff on Tuesday, September 21, 2010 at the Raymond G. Murphy VA Medical Center Courtyard from 11:00 a.m. to 2:00 p.m.
- Recruit a team of Keyworkers (recommended 1 per 30 employees) to assist you in the “ASK” and collecting pledges.
- Work with employee team and CFC Campaign Specialist to coordinate and plan informative employee meetings and special events.
- Implement an effective system for reporting campaign results and maintaining accurate records.
- Oversee entire campaign -- thoroughly and efficiently follow-up on all aspects of campaign, thank all employees who contributed and thank members of the campaign team.
- Finalize campaign and submit reports prior to December 15, 2010.
- Request, receive and distribute donor recognition items to donors.
- Evaluate the campaign in written summary and make recommendations for next year.
- SAY “THANK YOU” many times.

**For more information please visit our website:**

**[www.cnnmcfc.org](http://www.cnnmcfc.org)**