2011 Combined Federal Campaign (CFC)
Employee Campaign Manager
Job Description

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

CRITERIA:
CFC Donor
Volunteer
Enthusiastic and positive about the CFC.
Strong interpersonal and organizational skills.
Well-respected by co-workers and management.

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 scheduled for Tuesday, September 20, 2011 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, 2011.
- 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