Events Team Leader

**TASKS**

- Comfortable soliciting ideas from staff at all levels within the unit/colleges
- Recruit and train team members, ideally someone from every unit/college on campus
- Follow up weekly with team on number of confirmed events, events held, event proposals, and with whom
- Work with Marketing and Communications experts to promote the events
- Reports up to Unit Director assigned to the Events team

**REQUIRED ABILITIES**

- Good time management and follow-up skills
- Able to motivate individuals to go above and beyond
- Innovative thinker: how can we “jazz up” and add more events across campus, partnering with The Cornell Stores, Athletics, Dining, Cornell Health, DOS, Housing Office, etc.
- Good institutional knowledge

**SUPPORT AND SUPERVISION**

- **Who provides support?** Unit Director
- **When and where:** One to one meetings or phone calls, email communications, team meetings
- **Training and preparation:** Kick off meeting in late August to create the framework for events: what events have been successful in the past and we want to repeat; what new innovative events can the team propose to various units across campus; what if any financial support can be offered for events; creation of an Event Calendar to keep everyone aware of what is happening and when

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Pitch Team Leader

**TASKS**

- Recruit and train team members, ideally someone from every unit/college on campus
- Follow up weekly with team members on number of meetings held, pitch proposals, and with whom
- Reports up to Unit Director assigned to the Pitch Team

**REQUIRED ABILITIES**

- Comfortable getting in front of groups or individuals and actually presenting the pitch
- Great communicator, able to get people from every level to want to participate, even if it is just a dollar
- Able to track participation in a meaningful way
- Good institutional knowledge
- Willing to solicit personal stories regarding United Way’s services from various people across campus

**SUPPORT AND SUPERVISION**

- **Who provides support?** Unit Director
- **When and where:** One to one meetings or phone calls, email communications, team meetings
- **Training and preparation:** Kick off meeting in late August to create the framework for the pitch: for one to one meetings, for meetings in front of a larger group, for meetings with deans, chairs, faculty, and staff

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**Open Positions** • *Length of Commitment Late September through the end of December*

**BENEFITS OF ALL POSITIONS**

- **For yourself:** name recognition across campus, positive role model
- **For the community:** United Way support of the many people in need in Tompkins County

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continued on reverse
**Open Positions • Length of Commitment Late September through the end of December**

**BENEFITS OF ALL POSITIONS**

*For you:* name recognition across campus, positive role model

*For the community:* United Way support of the many people in need in Tompkins County

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### Speakers Bureau Team Leader

**TASKS**

- Communicates directly with unit directors/deans/admins/staff/members of Presidents Leadership Association to get time on staff meeting agendas
- Recruits and trains teams to do presentations that have been scheduled by the team leader
- Presentations should focus on personal stories and ideally with a Cornell connection
- Follow up weekly with team on number of presentations, where and when, and track them on a timeline
- The Speakers Bureau should focus on high potential donors and present at high-level meetings, whereas the pitch team is more focused on getting in front of everyone who can donate anything...looking to dramatically increase the participation in the President’s Leadership Association (Speakers Bureau) and also dramatically improve overall campus participation (pitch team)

**REQUIRED ABILITIES**

- Good time-management and follow-up skills
- Excellent presentation skills
- Able to motivate individuals to go above and beyond
- Innovative thinker: how can we get in front of more groups on campus, especially those who do not normally participate, and how do we really promote the President’s Leadership Association and Payroll Deduction Program
- Good institutional knowledge

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### Thank you note Team Leader

**TASKS**

- Receives list of donors weekly from Kim Tilton
- Prepares thank you notes, letters, emails, postcards, etc. and distributes to all donors on the list
- Reports up to Unit Director assigned to the Thank-you note team

**REQUIRED ABILITIES**

- Good time management and follow-up skills
- Innovative thinker: how can we “jazz up” the thank-you note process?
- Good institutional knowledge

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**SUPPORT AND SUPERVISION:**

*Who provides support?* Unit Director

*When and where:* One to one meetings or phone calls, email communications, team meetings

*Training and preparation:* Kick off meeting in late August to create the framework for speaking engagements