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

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

Unit Director

TASKS
• Raise awareness of the United Way inside your unit/area; communicate with your organization and communicate with the Planning Group
• Serve as an information resource on United Way; help explain the giving process
• Identify and request additional resources from the Planning Group and Working Teams (Events, Speakers, Thank You’s, Pitch)
• Be present at meetings
• Volunteer for one of the Working Teams

REQUIRED ABILITIES
• Good time management and follow-up skills
• Innovative thinker
• Good institutional knowledge

LENGTH OF COMMITMENT
Late September through the end of December

SUPPORT AND SUPERVISION
• Who provides support? Cornell United Way Planning Group
• When and where: One to one meetings or phone calls, email communications, team meetings
• Training and preparation: Kickoff meeting in late August
• For the community: United Way support of the many people in need in Tompkins County
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

Speakers Bureau/Pitch 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)
- Reports up to Unit Director assigned to the Speakers Bureau 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 “jazz up” the thank-you note process?
- 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 speaking engagements

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

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 thank-you notes: when to send, how to send, content and follow-up, different notes for different gift levels