

**Volunteer Caller Job Description**

United Way of Central Iowa’s campaign could not be executed without the help more than (NEED NUMBER OF VOLS) of dedicated volunteers. Each year, United Way conducts a CEO call (a 30 minute face to face meeting with the CEO’s of companies that run United Way campaigns) with more than 300 companies. The purpose of this meeting is to confirm the company will again run a campaign, ask the company for a corporate gift, and ask the leaders to consider a leadership gift.

Volunteer callers are crucial to the campaign as they agree to setting up an in-person meeting with the senior-most person at the company and discuss the goals of the company and United Way.

**Volunteer Caller Job Responsibilities:**

* Each caller will attend one of two kick off meetings on 5/31 (4:00PM-5:30PM) or 6/13 (7:30AM-9:00AM) with the Co-Chairs, Campaign Vice-Chair Paul Schickler and United Way representatives to learn more about their role communicate the value of UWCI in the community.
* Each caller will be assigned 3-4 companies with which to schedule meetings with.
* The volunteer caller will personally **lead** the meeting.
* Schedule **30 minute in-person meeting** with CEO/senior leadership of the companies that the volunteer has been assigned to discuss their support of UWCI and gain their commitment to hold a 2017 campaign.
* Send calendar invitation to assigned UWCI staff – There will ALWAYS be a UWCI staff person with you on these calls.
* Review your company notes and account profiles prior to scheduled visit.
* Complete CEO call (Schedule all calls between July 5th and August 25th.
* Send follow-up communication to CEO/senior leadership and UWCI staff.