

Campaign Coordinator

A highly motivated person generally responsible for overseeing keyworkers activities and working with the Principal Combined Fund Organization (PCFO) to plan, organize and implement a successful solicitation at his/her agency.

Responsibilities:

- ❖ To attend training for Campaign Coordinators
- ❖ Work closely with CFC staff to establish and implement campaign plan.
- ❖ Recruit Key Workers to assist with your campaign. This team should be reflective to the size of your agency. General ratio is 1 key worker to every 30 employees.
- ❖ Implement awareness of the campaign during campaign season.
- ❖ Distribute campaign materials throughout your agency.
- ❖ Follow up with employees for pledging.
- ❖ Collect donations and submit all paperwork to the PCFO (United Way of the Eastern Panhandle) by December 15, 2014.
- ❖ Submit payroll pledge card copies to agency payroll department by December 15, 2014.
- ❖ Submit campaign pledge card copies to PCFO office by December 15, 2014.
- ❖ Thank all those who took time to consider contributing to the Eastern Panhandle CFC and those who gave.