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PO Box 351 / 18 Myers Street  
Geelong Vic 3220

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## POSITION DESCRIPTION – Loaned Executive

### Give Where You Live Foundation

The Give Where You Live Foundation aims to address one of the most complex and entrenched social issues in the Geelong regional community - disadvantage.

In some parts of our community the level of disadvantage is at alarming and unacceptable levels - we are determined to ensure that this changes. Generally, people do not experience disadvantage when they have access to an education that enables them to obtain a life sustaining job, and they are not limited by a debilitating life crisis. The Foundation aims to ensure that these conditions exist for all members of our community.

Since 1954, the Give Where You Live Foundation has been bringing together individual community donors, corporate supporters and service delivery community partners to help achieve our mission. With our partners and donors, we work together to Build Better Communities by providing grants and delivering programs that help provide educational and employment opportunities and support people experiencing life crises.

Our mission is to create long-term sustainable change for those suffering the effects of disadvantage. The Foundation is one the largest annual community grant makers in the country, but our focus is on long-term impact. While we are known as grant makers, our aim is to be change makers.

Over the past financial year, the Foundation allocated over \$2 million in community contributions (including supporting Feed Geelong and the GROW initiative) into the Geelong / G2I region's community; \$1.3 million of this was allocated as direct grants to our community partners, enabling over 50 organisations to continue their work addressing the effects of disadvantage in our community.

### What is a Loaned Executive?

Introduced in 1966, the Loaned Executive Program is based on businesses (large and small) agreeing to 'loan' a valued employee to represent the Give Where You Live Foundation to promote the Foundation's Workplace Giving Program into Geelong businesses. Since 1966 over 1,750 people have volunteered their time to take part in the Loaned Executive Program.

Each year the Loaned Executive team play a pivotal role in the success of the Foundation's Workplace Giving Program. Following 2 days of training and preparation (including understanding the local need and the work being undertaken to address it), the Loaned Executives then set out on an 8 week journey presenting to local workers and encouraging them to sign up to the Foundation's Workplace Giving program as well as ensuring that our 200 participating businesses and close to 4,000 donors are thanked and updated on the impact of their donations.

### KEY PURPOSE OF POSITION

The Foundation's Loaned Executive Program is now in its 52<sup>nd</sup> year and supports the Workplace Giving program which was introduced as part of the then Geelong and District Community Chest's (as the Foundation was originally known) first fundraising campaign in 1954 and has remained the backbone of the Foundation's fundraising.

The Foundation is proud to run one of the most successful and best practice Workplace Giving Programs in Australia. In recent times this Program has raised over \$1 million annually for our region's most vulnerable people, with thousands of Geelong / G21 region employees donating as little as \$5 or \$10 out of each pay through their Workplace Giving Programs. The Program is proof that it is not about giving a lot, it's about a lot of people giving.

| KEY WORK AREAS             | RESPONSIBILITIES   |
|----------------------------|--|
| <b>Initial Meeting</b>     | <ul style="list-style-type: none"> <li>• Upon nomination, an initial meeting will occur between the nominated Loaned Executive and a member of the Give Where You Live Foundation's team. During this meeting, nominee will receive detailed information about the program, its timeline and expected outcomes.</li> </ul>   |
| <b>Training</b>            | <ul style="list-style-type: none"> <li>• 2 full days of training for the 2019 intake will occur on Tuesday, 16 and Thursday, 18 July as per the timeline.</li> <li>• Each Loaned Executive will be placed in a team in which they will work with and support each other through the process for the six week duration of the program. Teams will meet briefly per fortnight as per the timeline.</li> </ul>  |
| <b>Company allocations</b> | <ul style="list-style-type: none"> <li>• Loaned Executives will have companies allocated to them, including their own employer.</li> <li>• Loaned Executives are encouraged to sign up at least one new company to the Workplace Giving program where appropriate and possible.</li> </ul>   |
| <b>Campaign</b>            | <ul style="list-style-type: none"> <li>• A six week campaign will follow training, during this time the Loaned Executives are to make at least 1-2 Workplace Giving presentations per week, highlighting the work of the Foundation and encourage Workplace Giving sign ups and increases to current giving where possible.</li> <li>• Loaned Executives will manage their allocated companies and visitations in balance with their normal workplace duties.</li> <li>• Loaned Executives give presentations in workplaces to employees; updating workers on the Foundation's work by informing them of the importance of their Workplace Giving and how it helps. Then encouraging attendees to sign up to Workplace Giving and thanking current donors for their support - and can they add a couple of dollars!</li> </ul> |
| <b>Reporting</b>           | <ul style="list-style-type: none"> <li>• Loaned Executives will attend fortnightly team meetings.</li> <li>• Loaned Executives will provide updates to their team and the Foundation.</li> <li>• Loaned Executives will monitor the pledge forms received, ensure they are passed on to the relevant company payroll departments and that a copy is given to the Foundation.</li> <li>• Loaned Executives will complete a basic 'Company Report Form' for each allocated / attended company.</li> </ul>  |





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## Campaign End

- Loaned Executives will attend a celebration evening including the presentation of the annual Gordon Murray Award for the Loaned Executive of the year / the person who has gone over and above, at the conclusion of the program. Invitations to this evening include your key employer contact and other members of your work team, we also encourage you to invite family and friends who have supported you on your journey.

## INDIVIDUAL SPECIFIC – Key Selection Criteria

### Essential skills/abilities:

- Passion for the community and making the extra effort to achieve the desired outcomes.
- Willingness to develop presentation and marketing skills.
- Computer skills (ability to utilise technology to receive/send communications and develop campaign collateral, if required).
- Strong time-management and multi-tasking skills.

### Personal Behaviours & Attributes:

- Commitment to the Give Where You Live Foundation's purpose and mission.
- High levels of self-motivation and initiative.
- Ownership and accountability of one's work.
- High levels of confidentiality and integrity (relating to both data and verbal communication).

### Additional Information:

- The Loaned Executive Program was introduced in 1966. Since then, in excess of 1,750 Loaned Executives have undertaken the role of advocacy of the work of the Give Where You Live Foundation and promoting its Workplace Giving Program.