



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 in excess of \$2 million in community contributions (including supporting Feed Geelong and the GROW initiative) into the wider Geelong community; \$1.43 million of this was allocated as direct grants to our community partners, enabling our community partners 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 1,800 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 training and preparation (including understanding the local need and the work being undertaken to address it), the Loaned Executives then set out on an 5-week journey presenting virtually to their own organisations and other local organisations 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 54th year and supports the Workplace Giving program which was introduced to support the then Geelong and District Community Chest's (as the Foundation was originally known) Workplace Giving campaign in 1966 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 \$800,000 annually for our region's most vulnerable people, with thousands of Geelong 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 a little.

KEY WORK AREAS	RESPONSIBILITIES
Initial Meeting	<ul style="list-style-type: none">• Upon nomination, an initial meeting will occur virtually between the nominated Loaned Executive and a member of the Give Where You Live Foundation's team. During this meeting, nominees will receive detailed information about the program, its timeline and expected outcomes.
Training	<ul style="list-style-type: none">• Training for the 2020 intake will take place virtually over two weeks (10 August – 21 August) using Zoom and Trello online platforms.• Training will include a mixture of live Zoom meetings and self-directed learning exercises
Company allocations	<ul style="list-style-type: none">• Depending on your employer and the number of employees the Loaned Executives will concentrate on making presentations and encouraging giving from within their own company.• Some Loaned Executives will have external companies allocated to them, we will be playing this a little 'by ear' this year.• Loaned Executives are encouraged present to companies that they have relationship with such as suppliers, customers, family or friends workplaces who may be open to Workplace Giving.
Campaign	<ul style="list-style-type: none">• A 5 week campaign will follow training, during this time the Loaned Executives are asked 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.• Loaned Executives will manage their allocated companies and presentations in balance with their normal workplace duties.• Loaned Executives give presentations virtually to workplace 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!• All Loaned Executives are encouraged to bring on board new organisations who are interested in participating in Workplace Giving. So please refer to the accompanying list of participating companies and have a think if you have any connections to add to that list.
Reporting	<ul style="list-style-type: none">• Loaned Executives will attend weekly virtual team meetings.• Loaned Executives will provide updates to their fellow Loaned Executives and the Foundation on how they are doing with the program.• Loaned Executives will work with the Foundation to monitor the pledge forms received; ensure they are passed on to the relevant company payroll departments.



Campaign End

- Loaned Executives and the group's collective achievements will be celebrated at the conclusion of the campaign. At this stage details are not known about how this celebration will take place and further information will be released closer to the time.

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 attend presentations and training, schedule and present to organisations virtually, 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).