

EMPLOYEE CAMPAIGN MANAGER (ECM)

ECM's have overall responsibility for SEFA in their agency/worksites. This is an organizational and managerial skills-building opportunity. The employee selected for this position should be one that can bring a commitment and desire to succeed – enthusiasm is essential to the successful campaign. The professional enrichment gained from the experience will ultimately benefit their position with State government.

Typical Work Activities

1. Organize and manage campaign.
2. Recruit a campaign team – including a sufficient number of volunteer fundraisers to ensure that each employee is offered the opportunity to contribute.
3. Set a goal with your campaign team.
4. Meet with both management and labor to develop a campaign plan and timetable for their agency/worksites.
5. Work with SEFA staff, Loaned Associates (where applicable) and volunteers to conduct a quality campaign.
6. Ensure training needs have been carefully identified and met.
7. Oversee the distribution of campaign supplies.
8. Coordinate employee group solicitation meetings.
9. Answer employee SEFA inquiries.
10. Conduct and complete the campaign activities within the predetermined time frame.
11. Call meetings to track campaign progress.
12. Complete and report campaign results in accordance with local campaign procedures.
13. Ensure recognition and appreciation is extended to volunteers and contributors.

Reports to

- Agency/Facility Head
- Loaned Associate/SEFA Staff
- The Agency's Statewide Management Liaison