



Department Leader *Sample Job Description*

Motivate your individual department to participate in the campaign by giving, advocating and volunteering. Serve as a team lead for your department, a point of contact for the campaign, and a motivator for your colleagues to get engaged in the campaign and campaign related activities.

Benefits

- Grow your leadership, project management and public speaking skills.
- Demonstrate your commitment and leadership to others in your company.
- Work with a team of compassionate and talented co-workers from across departments.

Checklist

- Coordinates fundraising efforts within one's division or individual employee department (i.e. Human Resources Department, IT Department, Communications Department, etc.) as assigned by the Employee Campaign Coordinator and/or Campaign Chair.)
- Arranges and facilitates 1 or 2 division meetings.
- Update individual department on the campaign's progress
- Thank your individual department for their generosity and celebrate participation.