COMBINED FEDERAL CAMPAIGN PROJECT OFFICER
POSITION DESCRIPTION

A Project Officer (PO) plans, organizes and implements an effective Combined Federal Campaign (CFC) employee campaign within the organization.

Criteria

- Enthusiastic and positive about CFC
- Strong interpersonal, organizational and communicative skills
- Well-respected by co-workers and management

Responsibilities

- Recruit an enthusiastic committee, if applicable, to help plan and run a well-organized and successful campaign.
- Analyze organization campaign history, current resources, and potential.
- Work with committee, CFC staff and Loaned Executive (LE) to develop strategy and time frame.
- Obtain commitment from organization leadership to strategy and time frame.
- Work with committee, CFC staff and LE to plan and coordinate informative employee meetings, agency tours and special events.
- Ensure all campaign materials are distributed.
- Implement an effective system for reporting campaign results and maintaining accurate records.
- With committee and LE, conduct final wrap-up meeting at the end of the campaign to evaluate the campaign and make recommendations for next year.
- Thank the donors, thank key workers and thank committee members.