



## Central & Northern New Mexico CFC Specialist Position Job Description

The Combined Federal Campaign (CFC) is the largest workplace charitable fundraising program in the world. Each year the Central & Northern New Mexico CFC seeks a select group of dedicated, community-minded federal employees to serve as CFC Specialists (formerly called Loaned Executives). These respected individuals are responsible for supporting other federal agencies in their efforts to run a successful CFC.

### **I. Time Frame**

The CFC Specialist is asked to commit **15-25 hours per week** from September 20, 2010 – Dec. 15, 2010 (10.5 weeks), attend one training session in August and one training session in September, distribute recognition items in December and January, and attend periodic update meetings during the campaign.

### **II. Requirements**

The CFC Specialist position requires a positive, well-organized, flexible, team-oriented individual with a strong sense of dedication, an ability to deal with challenges, a commitment to personal growth and a willingness to learn and practice public speaking. Grade level and current responsibilities are not as important as the abilities and commitment demonstrated by the nominee.

### **III. Responsibilities**

- Maintain a high level of professionalism and integrity. Instill confidence and respect in fellow federal employees, CFC Specialists and CFC staff.
- Attend preliminary and on-the-job training sessions in August and September. This includes:
  - An initial one-day training in Albuquerque tentatively scheduled for August 25.
  - One CFC Employee Campaign Campaign Manager (ECM) training session in Albuquerque tentatively scheduled for September 8.
- Work directly with ECMs in approximately 20 federal agencies to help them plan and execute successful campaigns.
- Become familiar with the background and giving history of assigned agencies.
- Develop a solid working relationship with federal agency executives, ECMs and charity representatives.
- Assist with the training of CFC teams (ECMs & Keyworkers) within federal agencies that require it.
- Create and provide motivational presentations using CFC promotional materials and resources.
- Support ECMs in the production of additional training and promotional materials, including charts, graphs, verbal presentations and meeting agendas.
- Monitor account progress by maintaining regular contact with ECMs and ensure that deadlines are met for campaign closure.
- Pick up campaign contributions from assigned federal accounts and safely deliver them to the processing office.
- Deliver donor and volunteer recognition items.
- Report campaign progress in CFC Specialist meetings or to local campaign leaders.

- Prepare and send thank-you letters to each agency and its leadership.
- Maintain a written log of activities on each account and finalize all accounts.
- Perform other duties that arise throughout the campaign as determined by the Local Federal Coordinating Committee (LFCC) Chair or Principal Combined Fund Organization (PCFO) CFC Manager.

#### **IV. Training**

One full day of initial training will be provided to CFC Specialists. Topics will include: CFC regulations, overall responsibilities, communicating the CFC, campaign planning, public speaking, pledge processing, volunteer motivation and management, recognizing CFC donors and volunteers, closing out accounts and agency recognition. CFC Specialists may also have the opportunity to visit 1 or more local charity sites in Albuquerque.

#### **V. Staff Supervision and Support**

During the assignment, the CFC Specialist will report to and be supported by the day-to-day guidance of the PCFO CFC Manager and LFCC. PCFO staff will be available to support the CFC Specialist as well.

CFC Specialists will have access to workspace and a telephone at the PCFO office for campaign use. Either the CFC or the Specialist's federal agency will reimburse other parking costs, mileage or a car will be provided. Computers are available at the PCFO office, with standard MS Office software.

#### **VI. Completion of Service**

CFC Specialists are recognized publicly at the year-end campaign celebration event.

For more information, please contact:

*Cyndi Ankiewicz, CFC Manager, PCFO*  
Central & Northern New Mexico CFC  
1224 Pennsylvania NE, Ste. C  
Albuquerque, NM 87110  
Phone: (505) 245-1730  
Fax: (505) 244-8811  
E-mail: [cyndi@cnnmcf.org](mailto:cyndi@cnnmcf.org)

*John Kwait, Executive Director*  
New Mexico Federal Executive Board  
PO Box 156  
Albuquerque, NM 87103  
Phone: (505) 248-6415  
Cell: (505) 400-4333  
E-mail: [John.Kwait@fws.gov](mailto:John.Kwait@fws.gov)