Senior Executive Role Descriptions 2019-2020

District Development

- Oversee the Junior Executive Teams
- Maintain active communication with the Board of Directors regarding the districts
- Develop and implement management strategies when needed
- Prior leadership experience preferred

Publications

- Manage and monitor Mailchimp subscriptions
- Maintain active communication with Junior Executive Teams
- Prepare and publicize newsletters on a biweekly basis (Should enjoy writing articles)

Marketing

- Manage our Google Adwords account and analyze marketing trends
- Help with social media management (Facebook, Instagram, LinkedIn)
- Design marketing material for promotional and fundraising purposes
- Familiarity with Adobe CC or other designing softwares preferred IT

IT:

- Website
    - Experience with HTML, CSS, and Javascript preferred
    - Experience with web application frameworks recommended
- Work on different side projects such as programming games, applications and bots
    - Familiarity with Python, Java, or C preferred

Public Relations / Representatives

- Research and apply for eligible grants and awards on behalf of the organization
- Assist District Directors with grant and/or fund applications for events if needed
- Attend networking events such as non-profit fairs, conferences and participate/booth on behalf of the organization
- Reach out to media outlets (TV, newspapers, etc)