



VOLUNTEER POSITION TITLE: Information Technology Manager

DEPARTMENT: Operations Tech
DATE REVISED: January 1, 2023
STATUS: VOLUNTEER
REPORTS TO: Director
SUPERVISES: OtherTech volunteers and Interns

POSITION STATEMENT: Implement a coordinated digital operations plan for all tech related needs. Responsible for recording of the organization's data within the Foundation's system and overseeing social media. This position works closely with the Development and Finance teams. Primarily, they ensure efficiency and timeliness in processing donor information, reports, promotions for events, and all social media/online posting using best practice techniques to maintain optimal data integrity. This position plays a key role in maintaining integrity and maintaining and expanding online giving program and donor engagement and nurturing.

RESPONSIBILITIES:

- To expand and maintain a thriving social media presence.
- Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners
- Point person with EES for managing and maintaining the Foundation's systems
- Develop and implementation of digital fundraising programs including e-newsletters, email acquisition, videos, online content monetization, digital fundraising via website, email, mobile and social media, google docs, etc.
- Produce reports on project(s)
- Assist with the management and expansion presence of social media for the organization...Facebook, Twitter, Instagram, etc.
- Create content related to 2 For 2 and its mission for social media channels
- Post all sponsorships agreement for brands, etc.
- Oversees management of confidential, computerized records of financial and in-kind donors, their giving histories, and other personal information.
- Troubleshoot problems, improve overall processes, and ensure deadlines can be met
- Assist Finance with the execution of a monthly reconciliation with general edger
- Design and graphic development assistance with media and fundraising areas
- Perform other duties as assigned

QUALIFICATIONS:

- Job knowledge –Exhibits ability to learn and apply new skills. Requires minimal supervision. Displays understanding of how job is related to others. Uses resources effectively.
- Project management experience in digital material and marketing systems
- Customer service – Displays courtesy and sensitivity. Manages difficult or emotional situations. Meets commitments. Responds promptly to the needs of team members.
- Problem solving – Identifies problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages.
- Communications – Expresses ideas and thoughts verbally and in writing. Keeps others adequately informed. Selects and uses appropriate communication methods.
- Judgment – Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process.
- Dependability – Responds to requests for assistance. Follows instructions, responds to management direction. Takes responsibility for own actions. Keeps commitments. Meets attendance and punctuality expectations.