

## **Managing Director Duties (created Aug. 28, 2016):**

### **Financials**

- Maintaining Quickbooks
- Pay bills
- Reports for board meeting
- Reports/information for treasurer
- Maintain records
- File taxes

### **Marketing:**

- SEO (Search Engine Optimization)
- Social Media (Facebook, Twitter, Google+, Meetup.com)
- Print media – design and placement
- Email distribution (creating a local distribution with people from MI for local emails)

### **Website development and maintenance:**

- Design, maintain and update website
- SEO – search engine optimization
- Backup and Security

### **Database maintenance:**

- Using Filemaker Pro maintain and update
- Database is used to assist in fundraising, tax preparation, reports, mailings

### **Communications:**

- Receive and return phone calls
- Assist or refer calls

### **Video Production:**

- Video production team leader
- Direct or assist in directing videos
- Post-Production