



E-Newsletter Editor Job Description

Produces the monthly email newsletter and other direct email communications. The topics will reflect the direction of the Board, communication needs of the various managers and interests of the news list. Increasing traffic to the web site and increasing donations will be primary considerations. Reports to the Fundraising & Marketing Manager.

Duties:

Writes and distributes the monthly email newsletter
Select topics and links to the web site
Write a monthly email update of new items on the web site
Other duties as assigned

Core Competencies:

Be proficient in: Computer skills; marketing and writing skills; time management and meeting deadlines; Select the important new items on the web site; teaming skills.
