



## ***MACC Fund Digital Manager***

### ***Who is this person?***

The MACC Fund's Digital Manager must be a highly motivated, accountable, TEAM player looking to help further the MACC Fund's mission. This person must be a detail oriented, with exceptional writing and customer relations skills. This person should have a proficient understanding of Microsoft office, as well as current social media platforms. This person must also be proficient in digital media, specifically relating to website management, email marketing, and growing social media engagement. This person must have flexibility in their work schedule, and be willing to work nights and weekends as it relates to MACC Fund events. Lastly, this person needs to be a self-starter with the ability and desire to take ownership of tasks!

### ***Primary Duties?***

#### ***Digital (75% of time)***

Ensure the MACC Fund's website and social outlets remain current, relevant, and engaging. Coordination with the digital ring to keep the calendar, events pages, and all factually based information on the website up-to-date. Responsible for making sure digital content is being properly archived, updated, and posted to the MACC Fund's website, email efforts, and social outlets. Occasional coordination with MACC Emerging Leaders Board to bring additional events and social content to life via MACC social platforms. Regular emails blasts and email marketing re: events, promotions, and other MACC related activities are also to be managed by the Digital Manager. This person will gain creative freedom with emails, social content, promotional materials, etc within the confines of upholding the MACC Fund brand and reputation.

#### ***Volunteers***

Assistance with maintaining, updating, and sourcing new volunteers to the MACC Fund and keeping a volunteer database. Communicate with members of the database as needed around event needs. Liaison to volunteers at specific events.

#### ***Administration***

General data maintenance, report generation, and event management as it relates to the back end of MACC Fund's data platforms. Day to day operations including but not limited to, answering phones,

ordering and maintain office supply inventory, general mailings, shipping of product to donors, etc. Support staff in event preparation, specific to unique events.

### ***Description***

The Digital Manager will provide general day to day administrative support to the office and staff, while placing an emphasis (75% of time spent) on keeping the MACC Fund's digital efforts current, relevant, and engaging. This person will be expected to attend the majority of MACC Fund events to provide digital coverage, as well as support to the staff in charge, if needed. This person will gain creative freedoms to drive the MACC Fund's digital efforts as it relates to events, medical breakthroughs, and newsworthy happenings.

### ***Education***

Bachelor's Degree in communications, social media, or marketing preferred.

### ***Experience***

1 year of managing social media platforms, website content, and/or email marketing preferred. Event planning knowledge also desired.

### ***To Apply***

To apply, please send a cover letter and resume to Development Officer Michael Bielawski at the MACC Fund by email at [mbielawski@maccfund.org](mailto:mbielawski@maccfund.org)

-or-

MACC Fund

Attn: Michael Bielawski/Digital Manager Applicant

10000 W Innovation Dr. Ste 135

Milwaukee WI 53226

Deadline to apply: January 31<sup>st</sup>, 2019