MARLBORO COLLEGE ALUMNI ASSOCIATION

Volunteer Job Description
Data Manager

MISSION

The mission of the Marlboro College Alumni Association is to promote the alumni body of Marlboro College as an active partner in the college's legacy; to give structure to the alumni body's collective experience of their time at Marlboro College; and to support alumni initiatives in keeping the spirit of Marlboro alive.

SUMMARY

MCAA seeks a volunteer to support the organization's member data infrastructure.

JOB DESCRIPTION

The Data Manager is a crucial member of the Communications Working Group of the MCAA Council and is responsible for overseeing and updating the organization's member data across data and communication systems. The primary responsibilities include managing contact information updates for association members as submitted by email and through the website, and ensuring that those updates are maintained across platforms.

RESPONSIBILITES AND DUTIES

The current association contact infrastructure is managed via spreadsheets, manually updated and then extracted to the Mailchimp email marketing platform. The addition of a dedicated volunteer will allow the association to migrate to a member management platform that has been identified (Little Green Light) for the next step.

TIME COMMITTMENT

The expected time commitment for this volunteer position is two to five hours per week, dependent upon the number of activities and communications managed by the Council.

QUALIFICATIONS

The ideal candidate will have some experience working with contact databases and excellent attention to detail. Familiarity with Mailchimp or other email marketing platforms and Google applications preferred.

APPLICATION PROCESS

Please submit your letter of interest and qualifications to
info@marlborocollegealumniassociation.com