

Spencer Soccer Club, Inc.

Job Title: Director of Mailings and Distribution	Job Grade: Volunteer
Area: Marketing, Communications, and Fundraising	Reports to: Vice President of Marketing, Communications, and Fundraising
Revision Date: 6/6/11	Term: 1 year / Elected by BOD or Annual Membership

Position Overview

The Director of Mailings and Distribution shall be responsible for the monitoring, implementation, coordination, and communication of all Spencer Soccer Club Mailings and Distribution. The Director of Mailings and Distribution is not required, but may attend, monthly Board of Director (BOD) meetings. If in attendance, the Director of Mailings and Distribution has an equal vote in favor or against motions brought before the BOD.

Essential Job Functions

- Be in accordance with the Spencer Soccer Club Constitution and By Law
- Develop and communicate all mailing and distribution activities for the Club with the Vice President of Marketing, Communications, and Fundraising
- Develop and maintain relationships with Spencer and East Brookfield schools contacts associated with distribution of materials
- Understand submission and approval requirements for school distribution
- Develop an annual budget of estimated expenses

Non-essential Job Functions

- Complete other special assignments, which, from time to time, may be given by the Vice President of Marketing, Communications, and Fundraising

Requirements

- Attend the Annual General Meeting
- Communicate a monthly summary of actions and upcoming items to the Vice President Marketing, Communications, and Fundraising
- Communicate with Spencer and East Brookfield schools to maintain and update a listing of school key contacts and number of students enrolled
- Coordinate with the Director of Registration to maintain a current list of Spencer Soccer Member addresses for direct mailings
- Distribute registration flyers at least twice annually to all schools
- Distribute advertisements submitted by the Director of Advertisement to all schools or through direct mail
- Distribute and coordinate all direct mailings submitted by the Vice President of Marketing, Communication, and Fundraising
- Provide a request for budgeted funds to the Vice President of Marketing, Communication, and Fundraising

Other Skills/Abilities

- Intermediate understanding of Microsoft Word and Excel
- Intermediate understanding of web-browser functionality
- Access to a computer and internet

NOTE: This job description is not intended to be all-inclusive. Volunteers may perform other related duties as negotiated to meet the ongoing needs of the organization.