Memo

From the office of…

MSU Maroons, Incoming Coordinator

To: Members of the Executive Board (EB)

From: Sofia Ivanisevic, MSU Maroons Incoming Coordinator

Subject: Job Description (JD) Changes and Addition of JD for new Fundraising Coordinator Role

Date: March 22, 2021

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# Background

Hi EB! The current Maroons Coordinator (Hem) and I have worked to put together some modifications to the current Leadership Team (executive) job descriptions to reflect the possibility of a virtual component to the role. Further, as we have separated the previous role of Events and Fundraising Coordinators (x2) into two distinct roles (1 Events Coordinator and 1 Fundraising Coordinator), I am looking for approval for the new Fundraising Coordinator JD. Note the overall number of executive positions remains unchanged.

# Proposal

I have attached the updated JDs to this message. All JD modifications and changes from the current JDs have been highlighted. The added components include “Adapt to online platforms as required”, “Role may be conducted virtually if required”, and suggested skills of “Knowledge of Microsoft Office programs (Word, Excel, Teams) and Zoom”.

The new Fundraising Coordinator role JD has been adapted from this year’s Events and Fundraising Coordinator JD and has just been made more specific to outline fundraising duties.

Lastly, all executive role hours have been changed to 5hr/week on average.

I believe these JD modifications are necessary to reflect the possibility of an online role, and to accurately reflect the hours and responsibilities of the Leadership Team positions. All JDs changes have been approved by Maddison. Please do not hesitate to reach out if you have any questions or concerns!