

## **Website Management**

-Should be familiar with Word Press or similar website content manager that includes items such as:

- New Page creation
- Inter-page, media/PDF, outside source linking
- Writing and Editing copy
- Adding/resizing media, photos, PDFs
- Customization of navigation, headers, appearance
- Try to keep a brand or style from page to page within the site

-Should have access to Photoshop or similar program to be able to resize images for the website as needed

-Conduct quarterly audits of site (helps to have a different member of the board review with a fresh set of eyes)

-Will need to work with DP on additions to website down the line that are out of the scope of this position including:

- Donation Button for person to donate any amount to Impact100
- Database integration with the website (if not completed before handover)
- Corporate sponsorship sign up page

-If person is NOT on the board, they would need to be included in multiple committee emails including but not limited to events, grant, PR/External Comm, BOD changes, membership, etc. in order to update dates, events, timelines, photos, news, etc.