**INDIANAPOLIS SYMPHONY ORCHESTRA ASSOCIATION (“ISOA”)**

POSITION: **VP Data Management**

RESPONSIBILITIES: Primary responsibility is to lead and implement the online membership renewal drive in April, providing each group with final excel spreadsheets which include membership numbers and preferences.

 Responsible for the creation of membership directory from information supplied from the membership database as well as non-database members supplied by the city groups and state units.

Responsible for updating and maintaining the master membership file using the Constant Contact database tool. Enters new membership records as received from the groups.

Communicates online payments of annual membership dues to group treasurers.

 Sends email addresses to the coordinator of the *Friday Flyers* distribution list.

 Maintains documentation of renewal process and database procedures.

 Works with ISOA VP Technology on technical issues with the Membership database.

 Works with Membership Chair to establish deadlines.

 Attends monthly ISOA Executive Board Members.

PREREQUISITES: Proven organizational skills.

 Proven computer skills including MS-Office and database management. Must have computer equipment and Internet access.

BENEFITS: Opportunity to work with officers at the executive, city group and state unit levels.

Opportunity to ensure membership records are kept up to date and directory is created.

TIME: Minimal time commitment July-February involving adding new members and revising existing member records in the Membership database. Considerable time devoted during the annual renewal period, March-June.

LOCATIONS: Home.

LIMITATIONS:

WORKS WITH: ISOA President, ISOA VP Membership, ISOA VP Technology, ISOA VP Volunteer Hours, City Group Membership chairs and Treasurers, State Unit Membership chairs and Treasurers

REPORTS TO: ISOA President