



RITA Manager of Operations and Communications

The general principles and overarching objectives of the work would be guided by the updated RITA Mission, Values, and Objectives as described in the Strategic Framework (October 2024).

Responsibilities

Communications

- Creating and posting website content
- Creating and distributing regular newsletters
- Creating and distributing surveys
- Creating content and managing accounts: LinkedIn/Instagram
- Representing RITA at World Rowing meetings & follow-up
- Liaising with other stakeholders

Operations

- Organizing Board meetings including agenda template
- Event planning and support (e.g. HOOCR)
- Roundtable planning aligned with Strategic Direction
- Working with other contractor(s) and Board to execute strategic objectives
- Collaborating with board treasurer

General Administration

- Sending invoices to members and following up on payments
- Tracking membership, including which prospective members have been contacted
- Updating and maintaining documents in Google Drive
- Responding to general inquiries
- Proficiency with Quickbooks Online, Mailchimp, Wordpress is required.

Activities not within the scope of this contract include the following:

- Banking
- Maintaining/filing any reporting or requirements for nonprofits in the US.

Business Tools and Expenses

Contractor will provide her/his own computer and software that will also be utilized outside of RITA activity. RITA will cover any software or subscriptions that are for RITA purposes only.

RITA will cover expenses related to authorized travel.



Reporting and Collaboration

The contractor will report directly to the Board of Directors. Scheduled discussions with the Chair will be held as needed and a monthly progress report will be scheduled at the Board of Directors meetings.

The contractor will work collaboratively and communicate regularly with other contractors.

Term, Hours and Compensation

To be negotiated.