

### RESPONSIBILITY MATRIX - CURRENT

Category	Area	Item	Tasks Include	Timing	Executive Director	Program Manager	Comms Specialist	Contractor
Admin	Systems	Calendar	Update NWNW + City calendar	Yearly + as-needed		support	lead	
Admin	Systems	Database	Update database, list generation	Monthly		support	lead	
Admin	Systems	NWNW website	Backups + updates, new content	Monthly		lead	support	
Admin	Systems	Records Archive	Destruction + archiving	Yearly			lead	
Admin	Systems	Mail processing	Sort + forward mail	Weekly			lead	
Admin	Systems	Social media, e-news, communications	Publish e-news, manage social media accounts	Bimonthly /weekly		support	lead	
Admin	Technology	Email systems	SimpleLists, Hostgator, Gmail, Microsoft Office	As-needed		lead	support	support (tech)
Admin	Technology	Office hardware + software	NAS, hardware, software updates	As-needed		support		lead (tech)
Finance	HR	Paychecks + Benefits	Timesheets, payroll, PTO, health insurance, 401k	Monthly	lead			support (bkpr)

Finance	Civic Life	OCCL Contract	Negotiate contract, grant application, reporting + updates	Yearly/ Bi-yearly	lead	support		
Finance	Systems	Bills + Taxes	Pay bills, file taxes	Monthly	lead			support (bkpr)
Finance	Systems	Banking	Banking for NWNW and NAs	Monthly	lead			support (bkpr)
Finance	Grants	External Grants	Grant applications (WMSWCD, BES, OCF), reporting	Yearly/ Bi-Yearly	lead	support		
Management	BoD	BoD meetings	Scheduling, agenda, help facilitate	Monthly	lead	support		
Management	BoD	Executive Committee	Oversee + support, bring concerns to	Monthly	lead			
Management	BoD	NWNW policy	Develop policies, answer questions	As-needed	lead			
Management	Civic Life	OCCL relationships	Attend meetings, work with city staff	Monthly	lead			
Management	Civic Life	NA Coalition + organization relationships	Attend meetings, collaborate, outreach	Weekly	lead		support	
Management	HR	Personel	Management, review, hiring	As-needed	lead			

Management	Systems	Contract Supervision	Oversee contractors (bookkeeper, tech)	Weekly	lead			
Management	Systems	Risk Management	Manage insurance, policy awareness	Yearly, As-needed	lead			
Programs	Education	Orientations, board training	Schedule, design, facilitate trainings	Bi-yearly		lead	support	
Programs	Education	Building Diverse/Skilled Communities	Schedule, design, facilitate program	Monthly		support	lead	
Programs	Grants	Small Grants Program	Process applications, oversee + support	Bi-yearly	support	lead		
Programs	Grants	NW Neighborhoods Parks & Recreation Fund	Admin for Technical Advisory Committee	Yearly		lead		
Services	Civic Life	City Projects	Track projects + initiatives	Monthly		lead	support	
Services	NA Support	Liability Insurance	Contracts, payment, answer questions	Monthly	lead			
Services	NA Support	NA websites	Backups + updates, train volunteers	Monthly		lead		
Services	NA Support	NA meetings	Attend meetings, answer questions	Monthly	support	lead	support	

Services	NA Support	Event support	Planning support, materials + setup	As-needed		lead	support	
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## Current Layout

Position one: Executive Director

- Civic Life coordination
- Board of Directors (communication + support)
- Risk Management (insurance)
- Personnel/HR
- Contracts and Services
- Work Plan and Reporting
- Finances and Fundraising
- Grants (external)

Position two: Program Manager

- Policy and Information (tracking city projects)
- Email systems management
- Event + Program Support
- Grants (small)
- Communications Systems (website, technology)
- Neighborhood volunteers (training + support)
- Neighborhood meetings (lion's share)

Position three: Communications Specialist

- Education program (BDC, BSC, orientations)
- Email list approval

- Communications (website, e-news, social media)
- Mail Processing
- Records System Management
- Database Management
- Calendar management

### **Potential Layout A (preferred)**

Position one: Executive Director (coalition-facing)

- Civic Life coordination
- Board of Directors (communication + support)
- Risk Management (insurance)
- Personnel/HR
- Contracts and Services
- Work Plan and Reporting
- Finances and Fundraising
- Grants (small and/or external)

Position two: Neighborhood Manager (neighborhood-facing)

- Policy and Information (tracking city projects)
- Email systems management
- Email list approval
- Calendar management
- Communications Systems (website, technology)
- Neighborhood volunteers (training + support)
- Neighborhood meetings (lion's share)

Position three: Programming Coordinator (community-facing)

- Education program (BDC, BSC, orientations)
- Event + Program Support
- Communications (website, e-news, social media)
- Mail Processing
- Records System Management
- Database Management
- Outreach/External collaborations

## **Potential Layout B**

Position one: Executive Director

- Civic Life coordination
- Board of Directors (communication + support)
- Risk Management (insurance)
- Personnel/HR
- Contracts and Services
- Finances and Fundraising
- Work Plan and Reporting
- Neighborhood meetings (lion's share)

Position two: Programming Coordinator

- Education program (BDC, BSC, orientations)
- Event + Program Support
- Grants (small and/or external)
- Communications (website, e-news, social media)
- Neighborhood volunteers (training + support)
- Outreach/External collaborations

Position three: Administrative Assistant (part time)

- Records System Management
- Database Management
- Mail processing
- Email list approval

Position four: Technology Specialist (part time)

- Email systems management
- Calendar management
- Communications Systems (website, technology)
- Policy and Information (tracking city projects)

Note: This document lists out which person is responsible for managing different projects, but as we are a very small organization, many of the actual processes of the projects are handled by different/multiple/all employees based on skills, timing, or bandwidth.