|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Executive director | Artistic director | Marketing | administrative | volunteers | outside resources |
| **Website** | 2 hrs/week | 2 hrs/week | 15 hrs/week | 2 hrs/week | 0 | $5,000 per year |
| **Donor Appeal** | 2 hrs/week, 3rd quarter | 2 hrs/week, 3rd quarter | 8 hrs/week | 5 hrs/week | 30 hours envelope stuffing | $2,000 printing |
| **Newsletter** | 0.5 hrs/week | 0.5 hrs/week | 5 hrs/week | 0.5 hrs/week | 0.5 hrs/week | $1,500 printing |
| **Email** | 0 | 0 | 2 hrs/week | 0 | 0 | $1,750 email service |
| **Blog** | 0.5 hrs/week | 0.5 hrs/week | 5 hrs/week | 0.5 hrs/week | 0.5 hrs/week | 0 |
| **Social Media** | 0 | 1 hr/week | 5 hrs/week | 0.5 hrs/week | 0 | 0 |
| **PR** | 2 hrs/week | 2 hrs/week | 3 hrs/week | 0 | 0 | $1,000/month retainer |
| **Research** | 0.5 hrs/week | 7 hrs/week | 2 hrs/week | 0 | 0 | 0 |
| **TOTAL** | **7.5 hrs/week** | **15 hrs/week** | **45 hrs/week** | **8.5 hrs/week** | **1 hr/week + 30 hours** | **$22,250 per year** |