



21 George Street, Suite 400
Lowell, MA 01852
Tel: 978-452-7721

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Building Community Free From Sexual Violence

Board of Directors Job Description

The Center for Hope and Healing (CHH) is currently seeking up to five additional members of the board to help us carry forward our mission and achieve our 2020 strategic goals.

Background

The Center for Hope and Healing has served survivors of sexual assault and their loved ones in Greater Lowell area over the past 40 years. We serve the towns of Acton, Billerica, Boxborough, Carlisle, Chelmsford, Dracut, Dunstable, Groton, Lowell, Tewksbury, Tyngsboro, Westford and Wilmington. Our vision is communities and a world free from sexual violence. We are a multilingual/ multicultural agency whose mission is to support survivors, particularly those who have historically not been served, to educate and prevent sexual assault.

Board members work as part of a collaborative team along with the Executive Director to provide mission-based leadership and strategic governance. While day-to-day operations are led by CHH's Executive Director (ED), **Isa Woldegiorgis**, the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

As a member of the board of directors of a charitable organization, you and your fellow board members are responsible for governing the organization. The Board of Directors:

1. Determines how the organization will carry out its mission through strategic planning
2. Adopts an annual budget and provides fiscal oversight
3. Recruits, orients, and develops board members
4. Hires and evaluates the performance of the executive director
5. Evaluates its performance and overall performance of the organization in achieving the mission
6. Establishes policies for the effective management of the organization

Responsibilities:

- Understand and promote the organization's mission
- Be familiar with the organization's programs, policies, and operations
- Attend board meetings and appropriate committee meetings
- Actively serve on at least one committee and offer to take on special assignments
- Review agenda and supporting documents prior to meetings
- Make an annual contribution to the organization commensurate with ability



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- Participate in fund raising activities and special events
- Keep current on issues of sexual violence and developments in program areas
- Strictly adhere to conflict of interest policies
- Strictly adhere to confidentiality policies

Desired Competencies and / or Characteristics: To be considered for this position, all applicants must live or work in one of the communities CHH serves, have a desire to serve and advance CHH's mission, and possess strong business acumen, finance, analytic, non-profit governance, skills, and fund-raising capabilities.

In addition to the core requirements described above, and as part of our goal to have a diverse board that aligns with our strategy and those we seek to serve. We are actively seeking board members who possess some or many of the qualities below:

Skills:

- Marketing, communication, and creative design skills
- Fundraising skills
- Technology skills

Industry experience/ representation:

- Educator / Academic
- Health Care
- Small business owner in the Greater Lowell area

Demographics: As part of our diversity goals, we are actively seeking 3 or more board members who have one or more of the following demographic characteristics:

- Male
- Latino
- Immigrant or family member of an immigrant
- Survivor or family member of a survivor of sexual violence
- A person with a disability or a family member of a person with a disability
- A person representing the LGBTQ community or a family member of a person representing the LGBTQ community
- A person who speaks Portuguese and represents the Brazilian or Portuguese culture and community
- A person who is within the 18-29-year-old age range

Time Demands (approximate):



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- Attend and actively participate in at least 75% of board meetings (10 monthly board meetings, approximately 2 hours in length, on the 2nd Tuesday of the month).



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- Attend and actively participate in at least 1 committee and associated meetings and related work (1-3 hours per month as determined by the committee)
- Attend and actively participate in the annual meeting (approx. 3-4 hours)
- Attend special events such as fundraisers and events (2 fundraisers per year recommended)
- Attend new board member orientation (approx. 3-4 hours)
- Meet with potential donors/funders to make a case for funding the organization, answer questions, etc. (approx. 4 hours annually)

Financial and Resource Development Expectations:

- “Give or Get” an annual gift “commensurate or significant according to your circumstance” to the organization (to achieve 100% board giving). Minimum contribution of \$1,000 annually.
- Sell tickets to fundraising events
- Recruit sponsors, as needed
- Identify and cultivate potential donors

Application Instructions: Interested applicants should submit a cover letter and resume to board@chhinc.org