



Supporting families through life-threatening illnesses.



## Member of the Board of Directors

### Job Description

#### Mission of Our Foundation

Shine Through the Rain Foundation aims to help individuals and families affected by life-threatening illness, working hard to improve and enrich the lives of those who approach us in their time of need. We support adults, children, and families from all walks of life, providing advice, guidance, and financial support as they try to navigate emotional, physical, and financial challenges that arise from a health crisis. Our organization offers care, comfort, and compassion as we endeavor to shine a light on the devastating impact of life-threatening illness.

#### Position

As a partner to the Board Chair and other board members, a member of the Board will assist in leading STTRF. Board Members will advise, govern, oversee policy and direction, and assist with the leadership and general promotion of STTRF to support the Foundation's mission and needs.

#### Qualifications

This is an extraordinary opportunity for an individual who is passionate about the clients served by STTRF. Selected Board Members will have achieved leadership stature in business, government, community leadership, philanthropy, non-profit sector, communications, digital marketing, or fundraising. His/her accomplishments will allow him/her to attract other well-qualified, high-performing board members, major gifts, and partnerships.

#### Ideal candidates will have the following qualifications:

- Professional experience with significant leadership accomplishments in business, government, community leadership, philanthropy, non-profit sector, communications, digital marketing, or fundraising
- A commitment to and understanding of STTRF's beneficiaries and mission preferably based on experience
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Excellent written and oral communication skills coupled with natural affinity for public speaking
- Personal qualities of integrity, credibility, and a passion for improving the lives of STTRF's beneficiaries. Service on STTRF's board of directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to board members' duties

#### Benefits and Impact of Role

Being a Board of Director is a satisfying experience when you utilize your professional skills to help client families facing the devastating impact of life-threatening illness. Your leadership can make a significant difference in improving the lives of STTRF beneficiaries.

#### Board Terms

STTRF's Board Members will serve a one-year term to be eligible for re-appointment. Board meetings will be held quarterly – three meetings can be held virtually.

## Job Description

### Major Responsibilities

- Provides organizational leadership and advisement
- Assists with the organization of the Board of Directors, officers, and committees
- Formulates and oversees policies and procedures
- Ensures the legal and ethical integrity of the Foundation
- Provides financial management, including adoption and oversight of the annual budget
- Oversees program planning and evaluation
- Evaluates personnel and staff development
- Reviews Foundation's programmatic reports
- Promotes the Foundation
- Leads fundraising initiatives and support
- Reports to the Board Chair

### Expectations of Board Members

Members of the Board of Directors have a responsibility to ensure adequate financial resources to fulfill our mission, set a good example to the community and funders and be visible during events. Recognizing this, it is reasonable that each member of the Board will attend fundraising events, give an annual monetary gift appropriate to their current financial circumstances, and help bring other sources of revenue into the organization. Funding sources may include event sponsors, event ticket sales, grants, and donations.

- Attends and participates in meetings on a regular basis. Participate in at least one fundraising event or task every year as a volunteer
- Participates on a standing committee of the board and serves on ad-hoc committees as necessary
- Recognizes community concerns that can be addressed by STTRF's mission, objectives, and programs
- Serve as an ambassador within the organization and outside in the community by stressing the important and impactful community work
- Becomes familiar with STTRF's finances, budget, and financial/resource needs
- Understands the policies and procedures of STTRF
- Make an annual donation and donate to special campaigns (to the best of personal ability). STTRF should be one of your three highest charitable giving priorities
- Identify and cultivate prospective donors, funders and partners and fundraising volunteers, whenever possible
- Cultivate relationships on behalf of and in support of the organization

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