



Board Member Job Description

Position Summary:

As the highest leadership body of I Choose Life Ministries and to satisfy its fiduciary duties, the Board is responsible for:

- Determining the mission and purposes of the organization
- If applicable, selecting the CEO and evaluating their performance
- Strategic and organizational planning
- Ensuring strong fiduciary oversight and financial management
- Fundraising and resource development
- Approving and monitoring I Choose Life Ministries' programs and services
- Enhancing I Choose Life Ministries' public image assessing its own performance as the governing body of I Choose Life Ministries

Essential Duties and Responsibilities:

- Know the organization's mission, policies, programs and needs
- Follow the organization's bylaws, policies, and Board resolutions
- Maintain confidentiality about all internal matters of I Choose Life Ministries
- Faithfully read and understand the organization's financial statements
- Serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for I Choose Life Ministries to advance its mission
- Leverage connections, networks, and resources to develop collective action to fully achieve I Choose Life Ministries' mission
- Make an annual, personally meaningful, financial contribution to I Choose Life Ministries and consider I Choose Life Ministries as one of the Board Members' top 2-3 charitable commitments
- Actively participate in fundraising activities
- Voluntarily work at least one community event per fiscal year on behalf of ICL Ministries
- Prepare for, attend, and conscientiously participate in a minimum of 75% of Board meetings
- Inform the Board in advance of any meetings that the Board Member cannot attend

- Sign a conflict-of-interest disclosure and update it if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- Respect and support the Chief Executive Officer's authority, communicate ideas about program or administrative activities to the Chief Executive Officer rather than to line staff, refrain from making special requests of the staff and avoid discussion of personnel matters with staff
- Participate fully in one or more committees
- Other duties as assigned by the Board Chairman

Education/Experience:

- Minimum of bachelor's degree (an advanced degree is preferred), as well as evidence of continuing professional development in fundraising or related fields
- Minimum of five to seven years professional experience with relational databases and reporting tools, preferably within a youth community organization

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Ability to work varied hours including nights, weekends and holidays. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills and Other Abilities:

- Broad knowledge of all facets of institutional development
- Knowledge of IRS and FASB laws, rules and regulations is recommended, along with a thorough knowledge of fundraising and solicitation policies, procedures and methods
- Ability to work evenings and weekends as needed
- Must demonstrate respect for all family lifestyles and cultural values.
- Ability to relate with children in a nurturing and respectful manner while maintaining appropriate boundaries with both children and families.
- Ability to cooperatively engage with a culturally diverse children and adult populations.

Physical Demands:

Fine motor skills such as typing, the use of a computer mouse and telephone handset is required. This volunteer may occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Environmental Conditions:

Must be willing and able to work in/with, but not limited to, underserved communities, variable weather conditions, irregular work hours, etc.

Organizational Background Information:

I Choose Life Ministries (ICL Ministries) is a non-profit organization based on Christian principles designed to inspire, promote and equip the next generation of young men and women to make an impact in their personal life, communities and the world. ICL Ministries was designed to be a mentoring program based on Christian principles for underserved students ages 10 to 18 located in Delaware and Philadelphia county, PA. Our mission is to help these students become empowered through the knowledge of holistic health and awareness.