



Position Description

Board Member, New City Neighbors

Purpose – The New City Neighbors Board of Directors will provide the support, leadership, and strategic development to help the organization effectively fulfill its mission.

Expectations – Each member of the Board of Directors is expected to

- Contribute organizational leadership through:
 - Preparing for and attending all board meetings (approximately 6 per year)
 - Providing fiduciary oversight, such as approving annual budgets and reviewing quarterly financial statements and annual audits
 - Evaluating the performance of the Executive Director twice per year and, when necessary, assist in the Executive Director hiring process
 - Assisting in hiring and evaluation of staff, as invited by Executive Director
 - Being willing to serve in various capacities when opportunities arise, such as committees, executive leadership positions, etc.
- Provide programmatic and financial support for the organization by:
 - Connecting gifts and skills to the organization’s programmatic ministry outside board meetings (approximately 2-4 hours per month)
 - Supporting the organization financially, as able, and encouraging others to contribute
 - Representing the programs, needs, and interests of the organization to churches, businesses, and potential donors and volunteers
 - Attending and inviting guests to fundraising and other events
 - Hosting a table at the organization’s annual fundraising event
- Assist in the organization’s strategic development through:
 - Developing, implementing, and reviewing organizational policy
 - Participating in strategic initiatives, including metric development, assessment, and evaluation
 - Ensuring the organization is working toward fulfillment of its mission and vision
 - Abiding by and maintaining the organization’s bylaws

Qualifications – The ideal* candidate will:

- Be an active follower of Christ
- Live, work, or worship in the Grand Rapids area
- Demonstrate zeal to serve with a local Christian/community organization
- Possess a keen awareness of and ability to use their gifts and talents effectively to further Christ’s kingdom
- Hold strong leadership and decision-making skills

Term – The term is three years, and renewable for an additional three-year term.

*Note: Desired gifts and skills may vary, depending upon board’s current needs