

## BOARD OF DIRECTORS POSITION DESCRIPTION

Updated: March 2023

### **Our Mission:**

Building Changes advances equitable responses to homelessness in Washington State, with a focus on children, youth, and families and the systems that serve them.

### **Our Vision:**

Communities thrive when people have safe and stable housing and can equitably access and use services.

### **Our Values:**

Equity | People | Partnership | Integrity

### **Our Narrative:**

Housing, education, and health are interconnected systems that have a significant impact on the lives of children, youth, and families experiencing homelessness. Due to historic and structural racism, Black, Indigenous, and other people of color (BIPOC) are disproportionately impacted by homelessness and housing crises, educational injustice, and health inequities. At the same time, BIPOC lack equitable access to these systems, and those who are engaged in a system (or systems) have disparate experiences and outcomes compared with white people.

Deepening our commitment to race equity and building off of the knowledge and momentum we have gained in the housing, education, and health systems, we will concentrate our efforts on promoting and supporting racially equitable and culturally responsive policies and practices across and between these systems. We will continue to focus on children, youth, and families in Washington State. We do this work in collaboration with community partners, and commit to aligning our approach to innovate, evaluate, communicate, and advocate with the needs and expertise of people most impacted.

### **Scope of Position:**

Building Changes prospects for new board members on an ongoing basis. We seek members who will lend their insights and abilities to addressing student, youth, and family homelessness, adding to the collective strengths and effectiveness of our current board.

We are currently recruiting dynamic, experienced individuals from diverse backgrounds for election to a 3-year term. Directors act as trustees on behalf of Building Changes and have overall responsibility for ensuring the organization's mission is fulfilled and legal and financial obligations are met.

Directors provide leadership and direction to confirm Building Changes' mission, offer input on and approve the business plan, and oversee and evaluate the plan's success. Directors select the Executive Director and provide ongoing guidance and support to that individual, including reviewing their performance. Directors ensure financial solvency and success through oversight of finances and budget, making personal gifts of support and securing support from others, and assuring appropriate risk management.

Directors serve as ambassadors for Building Changes and enhance its public image. They initiate and nurture relationships in support of organizational priorities and fundraising objectives.

In service to our mission to advance equitable responses to homelessness, prospects who are Black, Indigenous, and people of color, women, non-binary, and those from LGBTQA communities offer lived experience and insight of value to our work and are strongly encouraged to inquire about this opportunity. As a statewide organization, we specifically seek prospects outside of the Puget Sound region to round out our current representation.

## Major Responsibilities:

- **High-Level Leadership and Strategic Oversight:** Oversee implementation of the current strategic plan and development of future plans; monitor organizational outcomes; and seek opportunities in support of the goals and strategies implemented by staff.
- **Fiscal Oversight:** Ensure financial solvency and success of the organization; approve annual operating budget; review financial statements; oversee annual financial audit; assure appropriate risk management.
- **Fundraising and Development:** Contribute annually to Building Changes' board member fundraising campaign; boost income by stewarding Building Changes' development strategies and securing gifts of support; build and bridge relationships with donors, grantors, and investors.
- **Advocacy and Ambassadorship:** Promote and enhance Building Changes' public image; champion and support organizational mission, strategic goals, legislative priorities, and fundraising objectives.
- **Governance:** Monitor, modify, and ensure adherence to organizational bylaws; ensure good governance of the organization.
- **Executive Management:** Hire, review, and support the executive director.

## Additional Responsibilities

- Bring a personal commitment to Building Changes' vision, mission, and values.
- Move forward antiracism and anti-oppression within themselves, the Board, the organization, and their communities at large. We cannot address homelessness without addressing racism and oppression at their roots.
- Review all board materials; participate in discussions; and vote on board resolutions.
- Participate on a minimum of one Board sub-committee.
- Make an annual contribution at a personally meaningful level; boost income by building and bridging relationships with donors, grantors, or investors.
- Approve significant new grants (awarded or received), funding strategies, programs, campaigns, fundraising strategies, and organizational investments.
- Oversee risk management in areas of governance, financial management, operations, and reputation.
- Provide advice and professional support to Executive Director and senior staff leaders.
- Identify, recruit, and mentor new board members on an ongoing basis, ensuring Building Changes' commitment to a diverse board and staff that reflects the communities we serve.
- Be alert to community needs that can be addressed by Building Changes.
- Maintain confidentiality about all internal matters of the organization.

### Additional Responsibilities May Include:

- Serve as chair of a Committee.
- Serve as member of Executive Committee (current Board President, Committee Chairs, Secretary, and immediate past president).
- Serve as Chair or member of a special task force, project, or event.

## Meetings and Time Commitment:

Board Members are expected to make meeting attendance a priority for both full Board and committee meetings. Building Changes' bylaws mandate a quorum for any vote of the full Board – therefore meeting attendance is essential for proper governance.

The Board meets for 2.5 hours, at the end of each quarter, or four times per year. We typically hold a day-long retreat, once a year during business hours which coincides with a quarterly board meeting. Committees typically meet on a quarterly basis ahead full Board meetings. Executive Committee members hold an additional 1.5-hour monthly meeting with the Executive Director.

**On average, members are expected to dedicate 3-6 hours per month to the Board and committee meetings, meeting preparation, and informal consultation via telephone and email.**

- Attendance is required at a minimum of three Board meetings annually.
- Members must attend at least a majority of sub-committee meetings annually.
- Members must commit to in-person attendance whenever possible, for any in-person meetings.
- Members are expected to communicate with the staff liaison and Executive Director when unable to attend.

*In-person meetings take place in Seattle and members who commute more than 30 miles are able to request travel reimbursement.*

### **Fundraising and Events:**

Board Members will consider Building Changes a philanthropic priority.

- Members are responsible for making an annual, personally significant gift that contributes to the overall Board fundraising goal. It is important for at least this pledge to be received by the end of the first quarter of each year. This ensures that Building Changes can credibly solicit contributions from foundations, organizations, and individuals, by reporting 100 percent Board participation as donors.
- Members may be asked to engage with existing donors to strengthen these relationships and grow contributions.
- Members are responsible for sharing the organizational mission and work in support of bringing personal and professional connections that can benefit the organization's fundraising.
- Members are expected to attend at least one of Building Changes' fundraising events annually and contribute significantly to confirmed guest lists.

### **Qualifications, Areas of Lived Experience, and/or Expertise**

We seek candidates with diverse lived and/or professional experience, skill sets, and networks in the following areas:

- Housing and homeless response
- Youth services and child welfare
- Racial equity and targeted universalism
- Healthcare
- Education
- Financial management & planning
- Policy and advocacy
- Research and evaluation
- Fundraising
- Communications and marketing
- Organizational development
- Program planning and scaling

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