



BOARD OF DIRECTORS JOB DESCRIPTION

BACKGROUND

At Neighborhood House (NH), our vision is a healthy, diverse, and welcoming community, free of poverty and racism, where all people thrive. We serve nearly 13,000 individuals in Seattle/South King County in the areas of early learning, youth development, citizenship, employment, health care coordination, housing stability, and resource navigation. In addition to direct services, we use our experience and deep connection to our communities to advocate for equitable access to services, and policy changes that advance equity for all

POSITION SUMMARY

The Board of Directors are unpaid volunteers that provide strategic direction, community connection, and oversight to Neighborhood House. There are four standing committees: Board Development, REAAL (Relationships, Education, Advocacy, Access, and Leadership), Finance, and Resource Development. The committees and the Board as a whole play an important role in ensuring we fulfill our mission. Neighborhood House opens doors for people of all ages experiencing language, cultural, and systemic barriers to housing, health, education, and economic opportunity.

MEMBERSHIP

At least 1/3 of the Board of Directors is composed of individuals representing low-income communities; 1/3 are public officials or their designee; the remaining members are at-large, from major groups and interests in the community.

RESPONSIBILITIES

- Review board packets prior to board meetings, attend and participate in board meetings and participate in at least one board committee.
- Gain general knowledge of the services Neighborhood House provides and be informed on issues impacting communities served.
- Serve as a positive and enthusiastic ambassador from Neighborhood House to clients, staff members, and the community at large. Connect Neighborhood House to your network for potential partnership opportunities, donors, and board members.
- Review and approve budgets, annual audits, strategic plan, etc.
- Ensure proper management of Neighborhood House's resources and management of risk.
- Hold organization accountable to fulfilling mission, strategic plan, and being responsive to community needs.
- Provide fundraising leadership by making a personal contribution, encouraging others to donate to Neighborhood House, and participating in NH fundraising activities.

QUALIFICATIONS

- Desire to work with people of diverse cultural, ethnic, and religious backgrounds;
- Ability to raise issues, ask questions and hold organization to highest ethical standards;
- Desire to support the agency mission;

- Expertise in areas that support organizational oversight, strategy, partnerships, resource development, advocacy, or communications. Examples include background in finance, law, early learning, social work, marketing/communications, or public policy;

OR

- Current or former client of Neighborhood House or lived experience like those of our clients. Background could include having experienced poverty, refugee or immigrant status, or having experienced homelessness.

COMMITMENT

Board members commit to making Neighborhood House one of their top volunteer commitments. Additionally, board members are expected to make the following commitments:

- Serve up to two 3-year terms. Approximate time commitment is 2-4 hours per month including monthly board meetings and monthly committee meetings.
- Attend NH fundraising events and occasional staff events.
- Commit to your own learning and professional growth as a board member. NH provides training during board meetings and access to relevant training provided in the community.
- Make a financial contribution to Neighborhood House at a level that is personally significant to you
- Low-income Board Members can receive support for childcare and transportation or other accessibility needs.

APPLYING

Anyone interested in applying for this volunteer role should contact Sydney Jarol, Board Coordinator sydneyj@nhwa.org, (206) 461-8430 [Volunteer Inquiry Form](#).

For questions about other Neighborhood House volunteer positions, contact Muna Ali Volunteer Engagement Manager, at (206) 670-6807 or Nhvolunteers@nhwa.org.