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**Seeds to Flowers, Inc.**

**Vice Chair Member Job Description**

**Mission**

Seeds to Flowers, Inc. empowers girls in low income communities through education, leadership and personal development.

**Position**

As a partner to the chief executive officer (CEO) and other board members, the Vice Chair will provide assist in leadership to Seeds to Flowers, Inc. as it transitions from a newly formed 501(c) (3) organization into a sustainable national entity. The Vice Chair will support and sustain the work of Seeds to Flowers, Inc., and provide governance leadership and strategic fundraising support. Specific responsibilities include:

* Being a trusted advisor to the CEO as s/he develops and implements Seeds to Flowers, Inc. strategic plan
* Being trusted advisor to the Board Chair
* Taking on the role as Chair when there is no Chair in place or in she/he absence
* Developing and managing relationships and communicating with: funders, partners, and other stakeholders
* As a board member, approving Seeds To Flowers, Inc.’s annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
* Reviewing outcomes and metrics created by Seeds To Flowers, Inc. for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics
* Coordinating an annual performance evaluation of the CEO
* Assisting the CEO and Nominating Committee in recruiting board members
* Periodically consulting with board members on their roles and helping them assess their performance
* Planning, presiding over, and facilitating board and committee meetings; partnering with the CEO to ensure that board resolutions are carried out
* Acting as an ambassador for the organization
* Ensuring Seeds to Flowers, Inc.’s commitment to a diverse board and staff that reflects the communities Seeds to Flowers, Inc. serves

**Fundraising Duties**

* In collaboration with the CEO, generating substantial annual revenue and fostering Seeds to Flowers, Inc.’s overall financial health
* Personally treating Seeds to Flowers, Inc. as a top philanthropic priority reflected in an annual financial gift
* Ensuring that 100 percent of Seeds to Flowers, Inc’s board members make an annual contribution that is commensurate with their capacity
* Identifying, qualifying, cultivating, soliciting, and stewarding major individual donors, corporate, and/or foundation gifts

**Qualifications**

This is an extraordinary opportunity for an individual who is passionate about the success of Seeds To Flowers, Inc.’s beneficiaries and who has a track record of board leadership. The selected Vice Chair will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing board members.

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

* Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
* Demonstrated success as a nonprofit board member
* Track record of building credibility in the funding community that has resulted in major gifts to a nonprofit
* A commitment to and understanding of Seeds to Flowers, Inc. 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 Seeds to Flowers, Inc.’s beneficiaries

**Fundraising**

In addition to supporting the annual fundraising plan of Seeds To Flowers, Inc., Board Members will also commit to making annual gifts of no less than $250. This annual gift can be contributed as an out of pocket contribution, or a “get” in which the Board Member raises funds on their own to meet their financial commitment.

**Board terms/participation**

Seeds To Flowers, Inc. Board Members will serve a two-year term. Board Members will be eligible for re-appointment for second terms, but cannot serve for more than two consecutive terms in a row. If after serving two consecutive terms and a Board Member wishes to return to Board service, it will be at the discretion of the current board members. If a Board Member is voted off of the Board, they are ineligible to reapply for Board Membership. Board meetings will be held every month during the first two years of organization.

**\*Service on Seeds To Flowers, Inc’s Board of Directors is unpaid and voluntary except for administrative support, travel, and accommodation costs in relation to board members’ duties.\***

**APPLICATION PROCESS:**

Interested applicants must complete the Board Application, located at the Seeds To Flowers, Inc

website at: <https://seedstoflowers-inc.org/> and submit it, along with a current resume to:

Pamela Andrews

Executive Director

Email: pandrews@seedstoflowers-inc.org