

RB Community Support and Outreach Ministry Inc.



Call For Board Members

Summary:

RB Community Support Outreach's mission is to work towards enhancing and expanding the capacity of families in high-needs neighborhoods, to act as effective change agent in the creation of a better future for families and neighborhoods; to source and distribute resources in addressing critical poverty issues, mental/spiritual well-being, employment barriers facing immigrants, marginalized and low-skilled individuals.

Are you looking for an exciting leadership opportunity? If you would like to create hope for a better future for those experiencing poverty; support others on their healing journey, advocate for the well-being and safety in high-needs neighbourhoods, then you are at the right place!

RB Community Support and Outreach is looking for leaders like you to join our Board of Directors.

Description:

As a board of director, you will assist with managing the operations and providing governance to the organization. You will be required to work collaboratively to identify, monitor strategic priorities, promote, expand services and support. You will assist with the development of the organization. As well as utilize your expertise and knowledge. Board members will assist with supporting community members and building community partners. You will assist with finding different avenues of funding. You will collaboratively assess programs, structure, and services to ensure they meet the overall needs of persons we serve and communities.

Responsibilities:

- Provide Leadership
- Policy Development
- Utilize prior knowledge, skills, and expertise to enhance the development of the organization

- Develop job and program description
- Provide insight to develop a strategic plan
- Attend regularly monthly board meetings
- Support Committee Members
- Attend community and other meetings based on programming and development needs
- Connect to donors, sponsors, and stakeholders
- Assist with the development of policies, procedures, and guidelines
- Assist with interviews
- Assist with connecting with families, youth leaders, stakeholders, and community members
- Assist with the development of a sponsorship kit for sponsors, donors, and stakeholders
- Assist with the development of action plans related to community initiatives
- Assist with the monitoring of programs (results vs. targets) and provide feedback
- Create, modify, and monitor operational requirements and outcome measures
- Participate in developing, monitoring, and modifying an annual budget and/or program budget
- Function effectively, work collaboratively to build a positive environment for all board members, youth, and young adults we serve within the community
- Ensure all legislative compliance requirements are met as it relates to Charitable Not-For-Profits

Qualifications:

- Academic: College Diploma or University Degree or relevant community and non-profit experience
- Able to serve as a corporate director for a term of two (2) years
- Able to supportive the Mission and Vision Statement

- Available for monthly board meetings and other meetings based on needs of the organization (virtual meetings due to Covid-19)
- Ability to contribute to budget review and external audits
- Able to discuss and review operations and committee work
- Able to commit approximately 8 to 10 hours monthly
- Previous board experience is not essential but will be considered an asset
- Strong Written Communication Skills
- Participate in advocacy
- Strong Computer Skills
- Ability to problem-solve and manage conflict in a positive manner
- Knowledge of the African, Caribbean, and Black communities is an asset

Board of Director Positions Available:

- 1 Director of Fundraising and Community Engagement
- 1 Director of Communications
- 1 Director of Finance/ Human Resources

Please note, each board member will be assigned a portfolio to manage and complete tasks as it relates to the daily operations and structure of the board. Interested persons, please email your Resume and Cover Letter to **Attention: President, RB Community Support and Outreach** at rboutreach@outlook.com

We thank all applicants, however only candidates selected will be contacted.

Thank you!