

**Sexual Violence Center Board of Directors Position Description**

**About the Sexual Violence Center (SVC)**

The Sexual Violence Center (SVC) believes no one impacted by sexual violence should navigate alone. We know sexual violence affects people of all genders and backgrounds, and we are here to help everyone who has experienced any form of sexual violence. We offer free, supportive services in Carver, Hennepin, and Scott Counties, including: 24-hour crisis support, medical advocacy, support groups, individual counseling, education, and legal advocacy. Learn more: [www.sexualviolencecenter.org](http://www.sexualviolencecenter.org).

**About the board of directors**

The purpose of the board of directors is to guide and grow SVC’s work toward a world free from sexual violence. We are seeking a diverse and enthusiastic group of candidates to join our volunteer board. Joining the board is a great way to build community with other folks fighting for a world free of sexual violence.

Board members serve two-year terms, for no more than five consecutive terms, and help SVC with strategic governance, fundraising, fiduciary oversight, and support the executive director who manages day-to-day operations. The average board member commitment is six hours per month – which includes 12 meetings per year, committee participation, meeting preparation, new member orientation, board retreat, and occasional SVC events.

**To the best of their ability, the SVC board of directors are responsible for:**

Strategic leadership

* Ensure the mission of SVC is well understood and embraced by the board, and to work with the executive director to occasionally evaluate the mission and purpose.
* Help set short and long-term SVC strategic priorities, and dedicate resources to achieve these goals.
* Serve on at least one board committee, including: Governance, Finance, Fundraising, and Executive Committee.

Healthy governance

* Support board bylaws, structures, committees, and policies to achieve healthy governance.
* Prepare in advance, attend, and participate in board meetings; ask questions and exercise independent judgement to take responsibility for making board decisions.
* Recruit and support new board members, and develop succession plans for board leadership.

Supporting the executive director

* Contribute to the hiring and annual performance evaluation of the executive director; collaborate to determine how best to support their day-to-day work.
* Serve as a trusted advisor to the executive director as they lead SVC and implement the Strategic Plan.

Financial stability

* Oversee financial performance and monitor financial results for risk management, service delivery, and commitment to mission.
* Provide oversight of SVC financials to ensure federal and state reporting compliance, including audits of financial statements and approving the annual budget.
* Support SVC fundraising efforts and actively participate through personal contributions and/or generating support for SVC.

Acting and serving as an SVC ambassador

* Make a meaningful annual contribution that aligns with your financial capacity.
* Attend SVC events as an ambassador to establish connections that can benefit SVC’s mission and programming.
* Spread the word about SVC’s impact in your networks and communities.

**What are we looking for in a candidate?**

Because we are a small and active board, the most important quality of any candidate is a commitment and passion for SVC’s mission, and a willingness to energetically engage and support the organization.

Candidates should have the capacity to join an active governing board, which includes fiduciary oversight, fundraising, strategic governance, supporting the executive director, participating in monthly meetings outside work hours, and attending SVC events. You should have the ability to attend board meetings, scheduled on:

* Full Board Meetings: 2nd Wednesday of the month, 6:30pm – 8:30pm
* Finance Committee: 1st Wednesday of the month, 6pm – 7pm
* Governance Committee: 3rd Wednesday of the month, 6pm – 7pm
* Fundraising Committee: 4th Wednesday of the month, 6pm – 7pm

Board members are expected to attend 11 of the 12 full board meetings annually and serve on at least one committee. All meetings are currently virtual, but we hope to move at least full board meetings back to in-person in the future.

Below are specific needs we’ve identified as an organization. If you see yourself in even one of these needs, we especially welcome your application. Prior board experience is a large consideration.

* Experience in a board leadership role and understanding of how a high functioning board operates.
* Legal knowledge, especially in the areas of social service or nonprofit law, or a familiarity with the dynamics of sexual violence and the law. Knowledge of the Hennepin, Carver and Scott County criminal justice systems is a plus.
* Human Resources experience.
* Accounting and/or finance experience.

**How to apply**

If you believe in a world free from sexual violence and building community around shared values of resilience, justice, and advocacy, we want you to apply. [Complete our application](https://www.sexualviolencecenter.org/sexual-violence-center-board-application/).

Candidates advancing in the recruitment process will be asked to provide a resume and references. [Click here to review our recruitment timeline](https://www.sexualviolencecenter.org/about-us/board/). Please don’t hesitate to reach out with questions to [recruitment@sexualviolencecenter.org](mailto:recruitment@sexualviolencecenter.org).