

JOB DESCRIPTION

POSITION TITLE: Board Secretary

REPORTS TO: Board of Directors of CFSA

ROLE: Functions as the administrative, voting member of the CFSA Board of Directors

SPECIFIC DUTIES:

Specific duties include but are not limited to:

1. Attend and record minutes from all Board meetings
2. Help to research all grant opportunities, file necessary paperwork for procurement and follow through to conclusion.
3. Raise at least \$2,500 for your personal travel with a team to either Eastern Europe or Southeast Asia
4. Identify and implement innovative fund raising techniques for the organization
5. Identify marketing opportunities at functions such as OWLS, LWMS, churches, etc. Develop and coordinate the set up of displays for these functions and volunteers to man them.

TIME COMMITMENT:

1. Attend all Board meetings via Skype
2. Attendance at various functions
3. Perform grant research
4. Identify other fund raising opportunities
5. Overseas travel
6. Approximate Total Time Commitment:
 - 4 hours per year compiling minutes/attending Board meetings
 - 10 hours per week for grant research
 - 2 hours per week identifying fund raising opportunities
 - 5 days per year attending marketing functions
 - 2 weeks per overseas trip

ESSENTIAL SKILLS:

The Board Secretary must possess strong organizational and communication skills, as well as display an ability to handle pressure and criticism. Must be able to work independently, display a positive attitude and have a passion for charitable work. Must not be opposed to going above and beyond.

EXPERIENCE:

Has at least 5 years of corporate/business experience in a supervisory, or administrative role, and at least 2 years of fund raising experience in a charitable organization. Experience with writing grants is a plus. Has done some travel outside of North America.

COMPUTER SKILLS:

Must be efficient using Microsoft Word and Excel, Publisher and Powerpoint. Must be comfortable using Skype. Experience with Social Media platforms a plus.