Foundation Board of Directors

Member Job Description

# Mission

We empower people who are blind, DeafBlind, and blind with other disabilities by creating diverse, sustainable, and meaningful employment opportunities.

In the United States today, 70% of individuals who are blind are unemployed and one third live in poverty.

The Lighthouse stands as one of Seattle’s oldest social enterprises and is changing the landscape of employment among the blind and DeafBlind communities. The Lighthouse is a leader in breaking down barriers to employment by utilizing assistive and adaptive technologies and providing comprehensive supportive services to all employees.

# Position

Foundation Board Members are:

* Skilled volunteers who act as ambassadors in the community and seek to increase overall awareness of and support for the Lighthouse mission
* Participate in opportunities to be fully immersed in the Lighthouse community through connection and cultivation activities, continuing education opportunities, and interaction with Lighthouse staff and donors
* Empowered to serve the Lighthouse by supporting its fundraising activities, networking in the community, and establishing new relationships with individuals and businesses

The Foundation Board does not set philanthropic strategies for the organization but does provide feedback on philanthropic approaches and activities. They do not have budget oversight or staffing responsibilities.

# Desired Qualities

* Positivity and passion for the Lighthouse mission
* A desire to develop relationships with the people the Lighthouse serves
* Personal qualities of integrity, credibility, dedication, enthusiasm, and creativity
* Initiative and motivation to help the Lighthouse tap into new funding sources and work with development staff to implement appropriate funding strategies
* Commitment and eagerness to attend and participate in meetings
* Desire to build relationships with and steward existing donors
* Ability to commit four hours monthly to Lighthouse and stewardship activities

# Responsibilities

* Primary responsibilities include:
	+ Enthusiastically attend meetings, community activities, and fundraising events
	+ Introduce new people to the Lighthouse through community and fundraising events, public tours, volunteer opportunities, and other outward facing opportunities
	+ Represent the Lighthouse in the community to raise awareness about the mission
	+ Participate in Lighthouse fundraising events and campaigns in a meaningful way
	+ Thank donors, community partners, and other volunteers at the guidance of Lighthouse staff
* Participate in all four board meetings per year (in person or via conference call)
* With the support of the Development team, build relationships with assigned portfolio of Lighthouse donors and prospects
* Collaborate with Development Team:
	+ Complete annual Commitment Form that includes goals for event involvement, donor stewardship, donor cultivation, marketing and public relations, and continuing education opportunities
* Participate on at least one Foundation Committee per three-year term
	+ i.e. Events Committee or Corporate Committee (other committees TBD)
* Participate in Lighthouse activities outside of meetings that demonstrate a commitment to the Lighthouse and a willingness to build relationships with those that the Lighthouse exists to serve
* Make a personally significant contribution to the Lighthouse annually

# Onboarding Process

Our hope is that serving on the board is a mutually beneficial and meaningful experience. In order to make sure the Lighthouse is the right fit for you, we ask that Foundation Board prospects take part in a few activities before your commitment to serve as a member of the Foundation Board is confirmed. Some of these activities include:

* Initial call and discussion with appropriate Development Staff
* View the virtual tour of the Lighthouse
* Review Documents:
	+ Commitment Form
	+ Job Description
	+ Foundation Board Member Application
* Meet with Development Team Staff
* Meet with current Foundation Board Members – at least two
* Meet with Lighthouse staff (service providers, clients, leadership) if possible
* Meet with Foundation Board President or Vice President
* Attend one Foundation Board Meeting as a guest
* Board votes on adding new member

Questions?

**Please contact Kate Wiegel**, Senior Director of Philanthropy, at (206) 436-2116 or kwiegel@LHBlind.org