



ORGANIZATION: Rahab's Hope

Mission: Rahab's Hope extends financial assistance and community resources to support individuals and families that are experiencing financial hardships and are at risk of homelessness. Our services aid in obtaining and maintaining housing stability throughout Montgomery County.

Board of Director Position: **Secretary**

EXPECTATIONS:

Leadership, governance and oversight:

- The corporate secretary will keep, or cause to be kept, a book of minutes of all meetings of board members.
- File for the annual corporation annual report each year
- Keep directors/officers contact information up-to-date
- Keep a copy of the bylaws of the corporation, as amended or otherwise altered to date, certified by him or her and all other board related documents.
- Will give notice of all meetings of directors by the provisions of these bylaws.
- Be familiar with and refer to the bylaws, especially for the guidelines covering the place of meeting, special meetings, notice of meetings, waiver of notice, quorum & voting and action without meeting.
- Create newsletters (2-4/year) and brochures (when/if necessary)

Fundraising:

- Participate in fundraising events
- In collaboration with the board, generating substantial annual revenue and fostering Rahab's Hope overall financial health
- Personally, treating Rahab's Hope as a top philanthropic priority reflected in an annual financial gift
- Identifying, qualifying, cultivating, soliciting, and stewarding major individual donors, corporate, and/or foundation gifts

Board terms/participation: Rahab's Hope Board Members will serve a three-year term to be eligible for re-appointment for additional terms. Board members are encouraged to remain active during each term.

QUALIFICATIONS DESIRED:

- Excellent Communications skills - verbal, written and organizational skills
- Excellent computer skills: Microsoft Office, Google Drive, Email, Applications, etc
- Experience working with Non-profit organizations
- Compassion/passion and desire to service the homeless and impoverished community

Start Date: Fall 2021

TO APPLY: Visit <https://rahabshope.org/get-involved-and-serve> or contact Preshuis Williams at info@rahabshope.org