



*"Raising the Standards of Midwifery"*

## **Board of Trustees – Chair of Gifts and Donations**

### **Board of Trustees Pledge**

The Board will support the work of Nizhoni Institute of Midwifery and provide mission-based leadership and strategic governance. While day-to-day operations are led by the Nizhoni Institute of Midwifery Chief Operations Officer (COO), the Board-COO relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. The Chair Person of each department is responsible to promote and support the principles of Nizhoni Institute of Midwifery by leadership and example. Each Board Member must observe the highest standard in order to retain the trust of the donating public and the confidence of those they seek to help. The Board provides the public face of the organization, and its behavior, and that of individual board members must be exemplary. Board members should make decisions in terms of the public interest and make choices based only on merit. Board members are accountable to the public for their decisions and actions and must submit themselves to whatever scrutiny is appropriate to their office.

### **Summary of Responsibilities**

Under the supervision of the CEO and President of the Board of Trustees and in association with the Executive Director/Chief Operating Officer, identifies and cultivates sources of major gifts, donations, grants, and scholarships. Develops strategies for fundraising and supports goals, budget, projects, and planning. Acts as a knowledgeable consultant and advisor regarding gifts and donations relative to the Institute's non-profit status.

### **Minimum Qualifications**

Must possess a certain level of education, related business, organizational competency with strong interpersonal and communication skills and the ability to work effectively with a wide range of individuals within a diverse community. At times, work may include moderate physical activity and handling of average-weight objects up to 25 pounds. Time Commitment: Approximately 4 hours per month. When assigned responsibility, is completed or progress is reported to the Board of Trustees.

### **Position Qualifications**

Knowledge of donations, fundraising and gift-giving. Strong interpersonal and communication skills and the ability to work effectively with a wide range of individuals within a diverse community. Skilled in the use of personal computers and related software applications. Ability to maintain a high degree of confidentiality. Ability to use and maintain recordkeeping systems and procedures. Knowledge of federal, state, and local regulations, guidelines, and standards in areas of expertise. Skilled in organizing resources and establishing priorities.

## **Board of Trustees – Chair of Gifts and Donations**

### **Duties and Responsibilities**

- Serves on the Board of Trustees for Nizhoni Institute of Midwifery. Board position requires a two-year commitment.
- Develops fundraising strategies and methodologies to ensure donor involvement.
- Identifies, cultivates and solicits philanthropic support among alumni, homebirth advocates and the midwifery community.
- Assists in locating and developing sources of grants and scholarships for students.
- Evaluates the effectiveness of donation programs.
- Generates reports related to the outcomes of donations and gift-giving activities and programs.
- Serves on the Budget Committee and supports the development of the annual budget, program projects and strategic planning.
- Builds and maintains working relationships with key individuals and organizations to ensure successful fundraising.
- Ensures proper and timely acknowledgement of gifts and donations received on behalf of the organization.
- Represents the Nizhoni Institute of Midwifery as needed at midwifery conferences and community and business meetings. Works with social media and website development to promote existing and new programs.
- Participates in Board of Trustee meetings as an active and diligent contributor. Reads Board minutes for accuracy and votes on Board minutes.
- With Board members, rules on employment hiring and firing issues that come before the Board of Trustees.
- Recruits committee members who will be active at the committee level but who will not be involved in Board of Trustees meetings.
- Helps to identify key stakeholders and maintains and builds relationships with them in support of midwifery education.
- Assists with other responsibilities as delegated by the CEO/President of the Board and as requested by the Board of Trustees.