



# IMPACT Bay Area

## Board Member | *Job Description*

### **About IMPACT Bay Area**

IMPACT Bay Area is a grassroots 501(c)3 nonprofit organization based in the San Francisco Bay Area. We offer violence prevention programs that help people feel more safe and confident by teaching them effective boundary setting and safety skills along with full-force physical defense strategies in a supportive and empowering environment.

Since 1985, we have trained more than 20,000 people to defend themselves and others against verbal, physical, and sexual assault. Our in-person and online courses serve communities most affected by violence, teaching practical skills in a culturally-relevant and trauma-sensitive way. Graduates often describe our programs as “life changing”.

Our work centers on social justice and equity, and we are continually seeking ways to meet the intersectional needs of BIPOC communities and people of different ages, genders, abilities, and identities. If you share our enthusiasm for safer communities, you will find a home at IMPACT.

### **Position Description**

IMPACT Bay Area is seeking board members who are passionate about scaling our mission in a values-aligned way as we enter our next chapter of growth. The individuals we serve come from all walks of life and so do we. At IMPACT, we believe in recruiting great people from a wide variety of backgrounds because it makes our organization stronger.

As a board member, you'll have the opportunity to help create safer communities by sharing your unique perspectives, strategic insights, and unique skills. You'll have the chance to develop and hone your leadership skills and find a deeper connection to purpose-driven work in a welcoming environment.

Board members serve IMPACT Bay Area by fulfilling the following responsibilities:

- *Live the Mission:* Support IMPACT's mission and vision by demonstrating our organizational values within our work
- *Leadership:* Exhibit leadership by taking on an executive or lead committee role; Show informal leadership by actively engaging in board tasks
- *Financial Support:* Give an annual gift or a monthly donation that is personally meaningful
- *Fundraising:* Raise or donate \$3,000+ annually and actively participate in fundraising efforts
- *Promotion:* Develop an understanding of IMPACT's course offerings; Market within personal and media networks; Make connections with potential community stakeholders, local businesses, and potential donors
- *Legal and Fiduciary Oversight:* Exercise due diligence and provide oversight to ensure IMPACT remains well-managed, sustainable, and financially sound
- *Strategic planning:* Influence the strategic direction so that IMPACT continues to serve the community for years to come
- *Partner with IMPACT Administration:* Build strong working relationships with the executive director, staff, and instructors; Support organizational strategy, community building, and fundraising goals

## **Board Engagement**

As a small organization, IMPACT Bay Area's board is very much a "working" board. We rely on board members to dedicate time, energy, and expertise to help IMPACT accomplish our organizational goals. The following describes board member engagement:

- Spend between 6-8 hours per month on IMPACT tasks and responsibilities
- Commit to at least one two-year board term
- Actively participate in monthly virtual meetings and quarterly board retreats
- Attend at least 75% of monthly board meetings
- Join at least one board committee
- Vote on important issues
- Engage in fund development efforts
- Recruit new candidates for board or committee membership
- Respond promptly (within 48 hours) to IMPACT related emails and phone calls

## **Desired Skills and Experience**

IMPACT Bay Area seeks individuals for the board who believe in the mission of our organization and have expertise, experience, or interest in one or more of the following areas:

- Connections to schools and community groups
- Fundraising & individual donor cultivation
- Sales, marketing, and social media promotion
- Non-profit administration or previous non-profit board experience
- Corporate donations or business sponsorships
- Human resources and/or organizational development
- Legal and fiduciary oversight experience

## **Onboarding Process**

To ensure the board is a good fit for all parties involved, we utilize the following process when recruiting new board members:

- Meet with an IMPACT Bay Area executive committee board member
- Attend at least one board meeting, one committee meeting, and one IMPACT class
- Share an updated resume
- Share a purpose statement (either written or video recorded) that describes:
  - What they would like to contribute to IMPACT
  - How they would benefit from this experience
  - Their perspective on IMPACT's mission, covering topics such as personal empowerment, public safety, social justice, and community connection
- Raise and/or donate a minimum of \$1,000 before officially joining the board

If you are interested in becoming an IMPACT Board Member, please reach out to Jessica Pocalyko, Board Chair, at [jessica@impactbayarea.org](mailto:jessica@impactbayarea.org).