

Job Description – Board of Directors

Pineville Neighbors Place is a growing 501c3 non-profit service organization. For 7 years, PNP has provided crisis assistance to our neighbors living in the 28134 zip code or that have students attending Pineville and Sterling Elementary Schools. The mission of Pineville Neighbors Place is to connect our neighbors affected by financial insecurity to available services, empower our neighbors to make life sustaining choices and unify the community of Pineville. PNP is supported through the generosity of individuals, foundations, area churches, businesses, and grants.

Members of the board of directors (“director(s)”) serve the organization in a volunteer capacity. Directors are expected to attend monthly meetings of the Board, which typically occur in person. Directors shall serve on a committee within the Board, positions on which may be assigned by the Chair of the Board. Directors will support the executive director in guiding the vision for, and meeting the goals, of the organization. They will also help the organization by sharing their time, talents, and treasures to support the mission of PNP.

The board is responsible for:

- determining the mission of the organization and understanding its collective purpose
- selecting, supporting, and evaluating the performance of the executive director
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- developing the organization’s strategy for fundraising and development
- approving and monitoring the organization’s programs and services
- maintaining and enhancing the organization’s public image
- assessing its own performance as the governing body of the organization
- ensuring legal and ethical integrity

Individual board members are expected to:

- know the organization’s mission, policies, programs, and needs as well as understand its collective purpose
- read and understand the organization’s financial statements and board materials in advance of meetings
- serve as active advocates and ambassadors for the organization
- engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission
- leverage connections, networks, and resources to develop collective action to achieve PNP’s mission
- give a meaningful personal financial donation
- identify personal connections that can benefit the organization’s fundraising and reputational standing
- prepare for, attend, and conscientiously participate in board meetings
- participate fully in one or more committees
- respect the experiences of all who bring their voices and lived experiences to the board and the organization

Current Openings:

- **Development / Fundraising:** Provide leadership to establish our fundraising strategies, campaigns and capital development initiatives to support the organizational development and revenue objectives.
- **Financial Management:** Provide oversight to the financial management processes of the organization for monthly, quarterly and annual reviews.