Uplift Community Alliance®

FIRST VICE PRESIDENT, PHILANTHROPIC PROGRAMS
JOB DESCRIPTION

Board Officer and Executive Committee Member

Position Summary

The First Vice President, Philanthropic Programs provides strategic leadership and oversight of the organization's philanthropic programs to advance Uplift Community Alliance's mission. This officer supports and guides program chairs in establishing, implementing, and achieving annual goals while ensuring program effectiveness, accountability, and compliance with organizational policies.

General Board Responsibilities - Governance

- Uphold the organization's mission and values.
- Serve in a fiduciary capacity and act in the best interests of the organization.
- Financial Oversight: monitor financial health, and safeguard assets.
- Policy and Planning: Approve organizational policies, strategic plans, and major initiatives.
- Board Participation: Attend meetings, vote, serve on committees, and represent the organization in the community.

Specific Responsibilities

1. Chair the Philanthropic Programs Committee.
2. Provide leadership, guidance, and support to program chairs.
3. Assist chairs in establishing measurable annual program goals aligned with the organization's strategic priorities.
4. Ensure program compliance with organizational policies and procedures, including:
   - Adherence to program policies
   - Financial accountability including expense documentation, monthly budget review, voucher submission, credit card compliance.
   - Preparation and monitoring of program budgets
   - Submission of required monthly and year-end program performance reports
5. Serve as a member of and liaison to the Finance Committee on matters related to philanthropic programs.
6. Ensure participating partner organizations execute required program and project agreements (Uplift School Kids, Brighter Tomorrows, Act III Uplift Band, Book Bank, Baby Bundles, Comfort Kits, Eye on the Community, Turning Compassion into Action).
7. Review program policies annually and submit recommended revisions to the Bylaws Committee.
8. Recruit and recommend program chairs as needed.
9. Promote and encourage member engagement in philanthropic programs.
10. Evaluate program effectiveness and recommend improvements, expansion, or modification as appropriate.
11. Facilitate the development of new programs, including research, feasibility analysis, and presentation for member approval.
12. Ensure program chairs prepare and submit proposed budgets for the succeeding fiscal year.
13. Obtain written reports from each program chair and provide a consolidated summary to the Board.
14. Encourage program chairs to submit articles and updates to the Newsletter Editor.

Standard Board Member Responsibilities

1. Submit a proposed budget for the succeeding year.

2. Ensure the committee and all subcommittee procedure book(s) and/or electronic records are updated and added to the MDF.
3. Submit recommended job description or policy revisions to the Bylaws Chair.
4. Submit a year-end Final Report to the President.

Competencies

1. Proficiency with Microsoft applications.
2. Successful background check.

Governing Documents

Bylaws, Standing Rules, Policies