Uplift Community Alliance®

SECOND VICE PRESIDENT, COMMUNITY RELATIONS
JOB DESCRIPTION

Board Officer and Executive Committee Member

Position Summary

The Second Vice President, Community Relations leads the Community Relations Committee which advances the visibility, reputation, and community engagement of Uplift Community Alliance. The objective of this committee is to convey our organization's mission, programs, and community impact. The Chair plays a key role coordinating the work of the Community Relations sub-committees.

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 Chair Responsibilities

1. Chair the Community Relations Committee and conduct meetings.
2. Appoint committee members and make sub-committee chair assignments.
3. Oversee fund development, special event fundraisers, marketing, and maintenance of accurate donor and grantor records.
4. Work with Fund Development and Marketing and Special Events Chairs and others to develop community partnerships and outreach.
5. Work with the Donor Relations Administrator to ensure donors and grantors are sent thank you letters and acknowledgements for financial or in-kind donations.
6. Support the Special Events Chair in the planning/coordination of annual fundraising including the Annual Appeal, the MLD fundraiser, and other special events, fundraisers or partnerships.
7. Support the Marketing and Special Events Chair in development of social media, website, and Annual Report content and marketing.
8. Oversee the content and design review of written material for external communications.
9. Facilitate coordination with the Technology Committee to maintain the integrity of the website and in the development of videos and social media.

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 revisions to the Bylaws Chair.
4. Submit a year-end Final Report to the President.

Competencies

- Ability to foster an environment of participation and accountability through strong relationship-building, communication, and management skills.
- Proficiency with Microsoft applications.
- Competence in digital communication (email, text, online collaboration tools).
- Successful background check.

Governing Documents

Bylaws, Standing Rules, Policies