

## Impact Grants Chicago - Board Director Roles

President	Provides overall direction and leadership for Impact Grants Chicago. Must have been a member of Impact Grants Chicago for at least three years and a board member for at least two years.
Vice President	Along with the President, is responsible for overseeing the day-to-day operations in accordance with the by-laws of Impact Grants Chicago. Must have been a member of Impact Grants Chicago for at least two years and a board member for at least one year.
Treasurer	Manages the finances of Impact Grants Chicago. Must have accounting or bookkeeping experience, know Excel software, and be willing to be trained on non-profit accounting and member software Aplos.
Secretary + Governance	Documents and maintains accurate records of the Board of Impact Grants Chicago and provides advice and support to the Board on legal, ethical and compliance issues. Oversee and monitor organizational performance. Ensure overall organizational accountability. Board experience and a legal background is preferred.
GRC Director (3)	Oversee the Grant Review Committees (“GRC”) and grant review process. Must have been a member of a Grant Review Committee for at least one year and attended at least three site visits.
FRC Director (2)	Oversee the Financial Review Committee (“FRC”) and financial review process. Must have served on an FRC, have working knowledge of Excel/Word, and a background in finance, accounting, or banking.
Nonprofit Relations	Oversees the external grant process, acting as the primary contact for nonprofit applicants and potential applicants. Distribute the LOIs across GRCs to balance multiple criteria, including the GRC member conflicts of interest. Must have been a member of a Grant Review Committee for at least one year. Requires training or working knowledge of SlideRoom.

Outreach	Oversees the recruitment of new members by planning information meetings and social events with other women’s groups, corporations, and member prospect referrals. Manage the IGC Corporate Sponsor program.
Membership Engagement	Manages the annual engagement of IGC members and the renewal of previous members. Requires training or working knowledge of MembershipWorks.
Membership	Manages membership registration and relations throughout the year, including the IGC Member Sponsorship program. Requires training or working knowledge of MembershipWorks.
Grantee Engagement	Creates ongoing relationships between IGC members and our grantees. Provide opportunities for members to connect with grantees. Educate members about issues facing Chicago and the organizations working to address those issues.
Events	Plans and executes the four signature member events, with the goal of recruitment and retention. Oversee a “master events schedule” and work with other Board members responsible for events related to grantee engagement and education.
Communications (2)	Design and distribute all communications to IGC members and outside parties, ensuring a consistent design and message in all communication. Must have computer experience and be willing to be trained on email software, currently Mailchimp.
Marketing	Oversees all external marketing efforts, including social media, annual Impact Report, IGC brochure, public relations, etc.
Digital Director	Manages the activities and processes of our digital ecosystem, including our website, social media, member recruitment, and print media. Design and implement digital marketing strategies, analyze data traffic and user metrics, and ensure the consistency of our brand's digital tone and presence. Requires training or working knowledge of WordPress.