



### **Introduction:**

The Center for Anti-Violence Education (CAE) is a multi-racial, intergenerational, community-based, nonprofit organization that develops and implements violence-prevention programs. CAE's holistic programs help women, teens, children, survivors and LGBT communities build skills, heal from past abuse, and organize to counter the destructiveness of violence. CAE brings a feminist perspective to its mission and a commitment to fighting racism, heterosexism and gender oppression to all of its activities.

CAE is seeking Board Members who are able to help us accomplish our goals through raising funds and by expanding our work by reaching new communities. We are looking for energetic individuals who are leaders in their communities, are excited about using their gifts to help CAE flourish and grow, and are committed to working collaboratively with the Board to make such come to fruition.

### **Time Commitment:**

Five board meetings a year, two fundraising events, and eight -ten hours of work between meetings.

### **Board Member Job Description:**

- Regularly attends board meetings (usually weekdays at 8am) and important related meetings.
- Commits to a two year term.
- Communicates regularly via email and telephone.
- Makes serious commitment to participate in general fundraising of the organization by sharing names of potential donors, participating in donor solicitation, connecting with potential foundations, and helping to organize events.
- Prepares well for meetings, and reviews and comments on minutes and reports.
- Takes a significant lead in organizing one fundraising project per fiscal year. Each year CAE usually holds a Punch-a-thon in the early summer and a party/event in the fall.
- Attends all fundraising events.
- Thinks about and communicates new ideas for where and how CAE might offer programming, both revenue-producing and not.
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time. Stays in consistent contact with the Executive Director concerning commitments made.
- Is an active participant in the Board's planning efforts.
- Makes a financial contribution to CAE.
  - Every board member should make a contribution significant to them, with a minimum of \$250
  - Each board member is required to raise an additional \$500

### **Specific Areas of Interest:**

CAE is actively looking for candidates with experience in Education, Finance and/or Fundraising.

#### **Education:**

- Prior experience working in the public school system of New York City or for the Department of Education; or for a non-profit organization that works closely with the public school system of New York City or the DOE. Particular interest in connections with middle-schools.
- Familiarity with issues that are affecting children/teenagers today (i.e. bullying, teen violence)
- Ability to navigate organizational complexities of DOE and establish new relationships within the organization

#### **Finance:**

- Functional expertise in finance or a related field (i.e. accounting, corporate finance, etc.)
- Previous experience with dealing with financial matters related to non-profit organizations

Fundraising

- Experience and interest in fundraising including identifying potential donors, cultivating donor relationships, designing fundraising or sponsorship opportunities and executing events to bring in new donors

**Activities of the Board include:**

strategic planning

financial oversight/budgeting

public & community relations

fundraising

program development/oversight

personnel issues

**For more information or to apply:**

Please contact Board Secretary Matt Cluney at: [jobs@caeny.org](mailto:jobs@caeny.org)