

# **Board of Directors**

## **General Requirements**



---

### **POSITION DETAILS**

This is a part time, volunteer position requiring an average of 3-6 hours per month. There is no compensation for this position, unless otherwise indicated. Appointment of all positions is for two years, if elected, or until the end of the service year if appointed. The position is based in Loudoun County, Virginia and offers a combination of in-person and remote opportunities.

### **MISSION OBJECTIVES**

**Administration** - Ability to regularly review meeting packages, understand basic legal and compliance documents, and participate in meetings to ensure mission success.

**Communication** - Ability to communicate clearly and effectively through both written and verbal platforms, to share mission needs with the general public, and to work well in a team.

**Digital Skills** - Ability to regularly read and respond to emails, file digital documents in a structured manner, and adapt to emerging technologies. (Google Workspace preferred)

**Fundraising** - Ability to articulately express the importance of our mission and encourage donations from individuals or organizations via digital, phone, or in-person communications.

**Networking** - Ability to meet and engage with community partners, advocates, legislators, business owners, and other individuals to share accomplishments, opportunities, and needs.

**Oversight** - Ability to collaborate with program teams and volunteers with regularity to ensure compliance with all requirements as well as advocate to the Board for needs.

**Planning** - Ability to think long-term about methodologies for meeting mission areas via programming, volunteerism, engagement, awareness, and budgeting.

### **REQUIRED SKILLS**

- A passion and commitment for working on queer issues, advocacy, and justice with understanding of the queer community's challenges and diverse identities.
- Ability to learn quickly, work independently, and respond in a timely manner.
- Ability to work collaboratively with diverse stakeholders in diverse environments.
- Attention to detail, self-review, and accuracy while addressing multiple taskings.
- Creativity and innovation to develop engaging and impactful concepts.
- Excellent organizational and project management skills, with the ability to prioritize.
- Experience setting and achieving strategic objectives.
- Flexibility and adaptability to work in a fast-paced, dynamic environment.
- Previous experience in public speaking, human rights advocacy, or related fields.
- Punctuality and ability to meet deadlines.
- Strong ability to shepherd goals, coordinate, and be responsive.
- Strong organizational and record-keeping abilities.
- Please see specific [Position Descriptions](#) for all relevant duties and responsibilities.