

Board of Directors Position Description

About Us:

At Care in Action Minnesota (CIAM), we provide essential support to children and families impacted by maltreatment in Washington, Ramsey, Dakota, Winona, Fillmore, and Hennepin Counties. Through a variety of programs and initiatives, we work to promote the social, physical, spiritual, and emotional well-being of children, strengthen families, connect communities and prevent childhood maltreatment. We thrive to foster equity, trauma-informed healing, family stability, and self-sufficiency.

Board Overview

Our Board of Directors is leading transformational growth in our community. CIAM seeks an experienced, diverse, collaborative, and active Board Member who can partner with the Executive Director, Board President and other Board Members to provide support and oversight in the delivery of our mission and vision. Ideal candidates will have experience in serving other boards, fundraising, and experience with non-profit management. Perspectives from the faith, legal, education, and business communities are desired. Passion for or personal connection/lived experience within child welfare, adoption, or foster care is highly valued. Black, indigenous, and persons of color and/or people belonging to historically marginalized identities are especially encouraged to apply.

Desired Experience/Skills/Training:

The attributes that CIAM seeks in its Board Members include, but are not limited to, one or more of the following:

- Mission driven in the work of CIAM
- Strong interest in public service, child welfare, and philanthropy
- Interest or experience in promotion, fundraising, and grant-writing
- Previous governance and non-profit Board experience
- Strong community contacts
- Leadership, interpersonal, and intercultural skills

Duties of a board member:

The CIAM board is made up of 5 directors. Board members must be 18 years of age or older. Though workloads will vary depending on season and assigned duties, current board members estimate that an average of 2-4 hours/week is needed to complete their board duties. Duties of a board member include, but are not limited to, the following:

Setting the Direction of the organization:

- Developing, adopting and monitoring the mission and vision
- Establishing and supporting the strategic outcomes, directions and goals of CIAM
- Recruiting, hiring, supporting and evaluating the Executive Director
- Help to recruit new board members based on the current needs of the board.

Ensuring and Managing Resources:

- Ensuring adequate financial resources
- Adopting an annual budget
- Ensuring adequate human resources (staffing) and availability for CIAM to accomplish its mission
- Solicit in support of the board's overall annual fundraising goal
- Monitoring implementation of budget

Providing Oversight:

- Approving the annual budget and ensuring that proper financial controls are in place
- Ensuring compliance with legal requirements and ethical standards
- Ensuring that programs further the mission and address the needs of the children, youth and families whom CIAM serves
- Reviewing results in achieving the long-range and annual goals of CIAM
- Prepare for and attend board meetings, held once a month
- Advocate for CIAM and support our mission

To Apply: Please, send a cover letter and your resume to Katherine Sims at Katherine@careinactionmn.org.