



The Renton Regional Community Foundation is on a mission to harness the power of collective giving to ensure that no one in South King County and beyond is left behind. As a community foundation, we are at the nexus of people interested in philanthropy and the nonprofits that put their gifts to work tackling regional challenges. Our job is to connect people, ideas, and resources in pursuit of vibrant, equitable communities: a region where communities flourish with good jobs, affordable places to live, and bright futures. We make grants, steward donor money, and introduce change initiatives based on deep knowledge about the region's needs.

Our work is focused around four key areas:

Inspiring a Culture of Abundance and Stewarding Resources

We manage 70+ charitable funds that put dollars to work, supporting dozens of organizations each year. We help donors be as effective as possible in their giving, whether it's learning more about a particular organization or setting up a fund with us.

Harnessing Community Assets and Meeting Community Needs

We do the work of understanding the needs and assets of our community. As trusted collaborators, we are able to move money and resources to the organizations and communities that will benefit from it the most.

Amplifying Community Voices and Deepening Community Engagement

We use our influence and networks to share power, amplify the voices of nonprofit leaders, and connect the larger community across differences including age, race, and economic status.

Advocating for South King County

While our fund advisors grant to organizations across Washington and even outside of the state, RRCF has a unique niche in knowing and supporting the South King County region. We shine a spotlight on South King County to spark increased investment in the programs and people that make our area great.

We are looking for new board members to join our team

We have a very strong and engaged Foundation board and are looking for new members to join this incredible team. We are excited to talk with anyone who is interested in learning more

about the Foundation, and we are looking to expand the diversity of our board, specifically in regard to:

- Age (under the age of 50 and ideally in the 30–40-year range);
- Sexual orientation and identity (including more voices who represent the LGBTQIA+ community); and
- Race/ethnicity (ensuring that the rich diversity of South King County is represented on our board).

We are also looking for board members with the following experience:

- Financial advisor/manager
- CPA/accountant
- Estate attorney
- Community-based leaders

BOARD JOB DESCRIPTION

Below are the collective and individual responsibilities of the Renton Regional Community Foundation Board of Directors. Overall, the board has the following legal responsibilities:

- *Duty of Care* – Each board member has a legal responsibility to participate actively in making decisions on behalf of the organization and to exercise their best judgment while doing so.
- *Duty of Loyalty* – Each board member must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity. The organization’s needs come first.
- *Duty of Obedience* – Board members bear the legal responsibility of ensuring that the organization complies with the applicable federal, state, and local laws and adheres to its mission.

RESPONSIBILITIES OF THE BOARD OF DIRECTORS:

The RRCF Board of Directors is responsible for upholding and furthering the mission of the RRCF. It holds legal and fiduciary responsibility for the organization and oversees its mission, purpose and policies. Responsibilities include:

- Establish strategic plans, goals, and policies consistent with the mission of the organization in partnership with the Executive Director and committees.
- Monitor RRCF’s financial health: adopt and amend annual budget; review financial statements on a regular basis; ensure resources are managed and invested properly; ensure RRCF is operating within 501(c)3 guidelines and accepted accounting procedures.
- Ensure RRCF is compliant with federal, state, and local requirements.
- Select appropriate investment financial managers.

- Raise funds for the organization and make an annual personal stretch gift.
- Adopt and amend RRCF's bylaws and organizational policies.
- Secure and manage individual charitable funds established by donors and other nonprofit agencies.
- Review and approve grant disbursements.
- Provide leadership on emerging community issues.
- Serve as ambassadors in the community, furthering the value of the community foundation concept.
- Hire, support, evaluate, supervise, and remove the Executive Director if necessary.
- Assess and manage the performance of the board and its committees.

RESPONSIBILITIES - Each board member will:

1. Make achieving the Foundation's mission and annual goals and objectives a *priority* by signing a letter of personal commitment each year.
2. Take an active role in the Foundation's strategic planning process and other activities designed to further the goals of the organization.
3. Take responsibility to understand the Foundation's financial statements and legal documents, asking questions if you do not have clarity or the information you need.
4. Demonstrate leadership by actively participating in the fund development process: help identify, educate and/or solicit potential donors capable of establishing funds, host informal gatherings, invite friends and neighbors to events, schedule informational meetings with the Executive Director.
5. Serve as an ambassador and advocate by:
 - a. Maintaining a working knowledge of Foundation services to adequately represent the board at related events and/or promote the Foundation when the opportunity arises.
 - b. Staying alert for new opportunities to further the mission and goals of the Foundation.
 - c. Helping to enlist volunteers (including potential board members) to key leadership positions within the Foundation.
6. Actively serve on at least one committee or task force and attend Foundation activities when possible.
7. As possible, accept additional positions of responsibility within the Foundation that align with your personal passion and skill set and that help move the Foundation forward.
8. Actively participate in fund raising for the operations of the foundation by:

- Making a personally significant annual financial gift by the end of the first quarter of the calendar year (3/31)
 - Inviting friends to the annual Celebrate event or other fundraising events; and/or
 - Participating in stewarding donors (e.g. writing notes; making phone calls, etc.); and/or
 - Annually cultivating (and possibly soliciting) relationships with donors/prospects.
9. Show your commitment and support by attending board and board-related meetings.
 10. Participate in the hiring of the executive director, determine performance standards, and evaluate performance on an annual basis; review and approve personnel policies.
 11. Maintain highest ethical standards and inform the Board of all potential conflicts of interest relating to the general purposes and activities of the organization and to specific issues before the board.
 12. Participate in organizational decision making and support the Board's decisions.
 13. Participate in individual and collective annual Board self-evaluation.

Interested in learning more or applying to be on the board?

Please contact LeAnne Moss, Executive Director, at lmoss@rentonfoundation.org or at (425) 282-5199.