



## **Board Member Job Description**

### **About Shout Mouse Press**

Shout Mouse Press (SMP) is a 501(c)3 nonprofit writing program and publishing house for unheard voices. SMP was founded in Washington, DC in May 2014.

Through writing workshops designed for all levels of literacy, we empower writers from marginalized backgrounds to tell their own stories in their own voices and, as published authors, to act as agents of change.

In partnership with other nonprofits serving communities in need, we are building a catalog of mission-driven books by unexpected authors. These authors include incarcerated youth, at-risk teens in Washington, DC, and exploited children in Port-au-Prince, Haiti. We have produced original children's books, memoir and poetry collections, and novels-in-stories that expand empathy, affirm the vulnerable, and increase understanding of unheard perspectives.

For more information, please visit [www.shoutmousepress.org](http://www.shoutmousepress.org). You can reach out to the Founder / Executive Director, Kathy Crutcher, at [kathy@shoutmousepress.org](mailto:kathy@shoutmousepress.org)

### **Position Description**

The Board supports the work of SMP and provides mission-based leadership, development assistance, and strategic governance. While day-to-day operations are led by SMP's Executive Director (ED), the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

As a new organization(3 years old), we have identified three key priorities for our continued growth and will be recruiting board members who are especially passionate about and experienced in supporting us with these initiatives:

1. Help SMP identify, shape, and execute partnerships with other charitable nonprofit organizations, schools, and others in the publishing sector.
2. Advise ED on financial reporting and revenue generation strategies related to product (book) sales and publishing partnerships. Review financial reports to identify trends and opportunities.
3. Advise on and participate in capacity building efforts so that SMP can reach more children, schools, book partners, and communities with an increasing number of diverse books and stories.

Other specific Board Member responsibilities include:

### **Development & Fundraising**

So that SMP can credibly solicit contributions from foundations, organizations, and individuals, SMP expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity. Board members will also actively fundraise to support the program's operations, including:

- Reaching out to their networks for donations, in-kind resources, and volunteers
- Acting as an ambassador for SMP and sharing SMP's mission, goals and outcomes with potential individual, corporate, and foundation funders
- Attending development events and helping to support strong event outcomes

### **Leadership, governance and oversight**

- Serve as trusted advisor to the ED as she develops and implements SMP's strategic plan
- Regularly measure SMP's performance and effectiveness using agreed upon outcomes and metrics
- Review agenda and supporting materials prior to board meetings
- Approve SMP's annual budget, financial reports, and material business decisions; be informed of, and meet all, legal and fiduciary responsibilities
- Assist the ED in identifying and recruiting potential board members
- Serve on committees or task forces and take on special assignments and ensure that board resolutions are carried out
- Ensure SMP's commitment to a diverse board and staff that reflects the communities SMP serves

### **Board terms/participation**

SMP's Board Members will serve a two-year term to be eligible for reappointment for up to two additional terms. Board meetings will be held quarterly and individual or small committee meetings will be held as needed to support with ongoing projects.

### **Qualifications**

This is an extraordinary opportunity for an individual who is passionate about SMP's mission and who has relevant skills and leadership experience. Ideal Board Members will have a background in business, publishing, government, philanthropy, education, or the nonprofit sector that allows him/her to attract funders, partners, program resources, and other qualified and committed Board Members.

Ideal candidates will have the following qualifications:

- A commitment to and understanding of SMP's beneficiaries, preferably based on experience
- Flexibility, availability, and interest in taking a leadership role in the development of an early stage nonprofit
- Expertise in finance, publicity and marketing, strategic planning, donor cultivation, fundraising, and/or event planning
- Strong diplomatic skills and a natural affinity for cultivating relationships and facilitating and building consensus among diverse individuals
- Personal qualities of integrity, follow through, and a passion for improving the lives of SMP's writers and their communities