

CODECRAFT FOUNDATION

Board of Directors Roles

Board of Directors Roles

Director of Fund Development

- Time expectation approximately 5 hours per month
 - 1 hour per month during business day for Quarterly Board Meeting and/or Working Session.
 - Remaining 4 hours at Director's discretion

- Skills
 - Grant Writing
 - Excellent written communication skills
 - Research skills
 - Ability to understand the needs of the agency in need of the funding and the organization that is offering the grant funding
 - Great organizational skills
 - Ability to build and manage relationship

Create a committee to provide grant support (2-3 people)

- Create and maintain grant submission calendar.
 - Work with CCF President to document key information for grant writing and submission.
 - Research and identify new grant opportunities: local companies, federal, and state.
 - Provide metrics throughout the year in support of grant KPI requirements.
 - Complete grant form(s) and submit per calendar requirement.
 - Focused Stewardship ☑ Maintain relationships with Corporate grants with Thank You's and provide volunteer opportunities (critical committee position).
 - Partner closely with Director of Corporate Partnerships
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- Identify target grants for each calendar year by Q3 and block out and finalize plan in Q4.
 - Incumbent and new grants (total numbers and dollars)
 - Include 20% buffer (dollar value) to account for potential grant loss or \$ reduction.

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Board of Directors Roles continued

Director of Corporate Partnerships

- Time expectation approximately 5 hours per month
 - 1 hour per month during business day for Quarterly Board Meeting and/or Working Session.
 - Remaining 4 hours at Director's discretion

- Skills
 - Strategic background
 - Ability to translate numbers into a story
 - People person with knack for influencing and negotiating
 - Great at giving presentations to a range of different people
 - Ability to use or learn a CRM (Customer Relationship Management) system
 - Establishing short and long term goals
 - Ability to create and manage a matrixed non profit team

- Create a committee to provide support.

- Identify companies with STEM/Tech/BioTech
 - Identify and establish relationship with Community Affairs Coordinator
 - Identify best ways to partner for volunteer opportunities, mini and large grants, and other potential opportunities.
 - Could we set up a college intern pipeline?
 - Facilitate opportunities for volunteering with Volunteer coordinator.
 - Annual Event (Stewardship) with Community Affairs leaders and Key sponsors within the corporation to provide report out and thank you.
 - Thank the sponsors and highlight projects they funded.
 - Kids make projects or some event to show off their work.
 - Identify key contacts for grant submission to Fund Director.

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Board of Directors Roles continued

Volunteer Champion (or Volunteer Resources, Volunteer Coordinator)

- Time expectation approximately 5 hours per month
 - 1 hour per month during business day for Quarterly Board Meeting and/or Working Session.
 - Remaining 4 hours at their discretion

- Skills
 - Leadership Skills
 - Management Skills
 - Decision Making
 - Computer Skills
 - Organization Skills
 - Networking Skills

- Target 1-3 volunteers/committee members to support this effort (potentially engage the CCF/CCW family)
 - Engage with local companies, scholarship parents, previous CCF interns, etc.
Target
 - Corporate
 - Student volunteers:
 - High school
 - Universities (college interns)

- Role
 - Create volunteer activities calendar and coordinate (create in Q3 and finalize in Q4)
 - Examples
 - Hour of Code
 - Lightning Talks
 - CyberPatriot and/or Cybersecurity
 - Engineering Week activity
 - College Segment: what classes to take, how did you pay for college, etc.
 - College Prep Mentors
 - Big Picture: Future of automation, etc.

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Board of Directors Roles continued

Director of Marketing and Public Relations

- Time expectation approximately 5 hours per month
 - 1 hour per month during business day for Quarterly Board Meeting and/or Working Session.
 - Remaining 4 hours at Director's discretion

- Skills
 - Excellent oral and written communication skills
 - Superior customer relationship management skills
 - Good creative writing skills
 - An analytical mind and problem-solving skills
 - Excellent attention to detail

- Manage and oversee social media on Facebook and LinkedIn, Brand Management, Content Delivery

- Create a committee to provide support.
 - Establish a calendar for content delivery with Director of Fund Development and Corporate Partnership
 - Content schedule for themes (pin to slack channel and set reminders)
 - Examples
 - Black History Month
 - Women's History Month
 - Engineering Week
 - Cyber week
 - Pi Day and STEM day
 - Connect with the Director of Corporate Partnership to post content.
 - Volunteer events
 - Lightning Talks
 - Engineering Week activity
 - Snippets from Annual Report
 - Connect with Fund Development for post content as well.
 - Individual donor posting (Giving Tuesday, etc.)
 - Thank You for Corporate Donors
 - Pro Bono work done (e.g., Website)

- Brand Management
 - Templates for Scholarship graphics, Volunteer Graphics/Pitch Decks, etc.
 - Template Thank You's to individual and Corporate Donors.
 - LinkedIn and Facebook post templates

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Board of Directors Roles continued

Deputy Director of Finance

- Support the Director of Finance and cross train for future board role opening
- Time expectation approximately 5 hours per month
 - 1 hour per month during business day for Quarterly Board Meeting and/or Working Session.
 - Remaining 4 hours at Director's discretion

Skills

Support the Director of Finance with the following tasks

- Prepare Annual Budget
- Periodically reviewing bank statements/accounting records to ensure accuracy.
- Quarterly forecasting and budget/actual comparison
- Corporate filing – State of Florida (5/1)
- Tax filing – IRS (5/15)
- Insurance (June)
- Not-For-Profit Designation – State of Florida (November)

Create Committee (2-4 people)

- NEW 2021: Creating an annual Treasurer Calendar.

Scholarships

- Approve scholarships based on remaining budget (or forecast, if different) for the year.
- Purchasing and managing memberships with Codecraft Works (CCW)
- Reconciling used/unused memberships with CCW on a semesterly basis (3x/yr)

Donors

- NEW 2021: Sending annual donor statements/receipts for tax purposes (via email if possible, or mail if not)
- Reconciling Donor Spreadsheet with received funds in bank account.