



Board Members (Development Committee)

POSITION TYPE: Volunteer (unpaid)

REMOTE: DC Metro Area (Based)

*Available for in-person and/or virtual engagements as needed

START DATE: **May 1, 2025**

BOARD MEMBER ROLES NEEDED:

Development Committee Member (2)

To enhance our development capacity and efforts, **we are seeking board members in the following industries (or with deep connections to companies in these industries)** – Law/Private Law Firms, Medicine, Construction, Architecture/Engineering Firms – to actively support the fundraising goals and activities of this small, growing non-profit.

About [The Esperanza Education Fund](#)

The Esperanza Education Fund (EEF) is a volunteer-led college scholarship and mentorship program for immigrant students in the DC Metro Area. Founded in 2009, we have awarded over one million dollars in scholarships to promising first-generation and native-born students and matched them with mentors in their respective fields. Unlike most programs of its kind, the Esperanza Education Fund is open to all immigrant students, regardless of ethnicity, national origin, or immigration status. EEF is incorporated as a nonprofit organization, qualified as exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code (“IRC”) and classified as a public charity under IRC Sections 509(a)(2) and 170(b)(1)(A)(vi). For more information about the Esperanza Education Fund, please visit our website at www.esperanzafund.org.

We are looking for passionate and committed professionals to join our volunteer Board of Directors for the term beginning May 1, 2025. We are specifically recruiting two (2) Board Members to serve on our Development Committee and bolster our fundraising efforts.

Apply: Email a cover letter and resume to the EEF Board, with Subject Line: Board Member Applicant to exec@esperanzafund.org, no later than **April 5, 2025**.

Our Current State:

We just completed our 15th year of operations in 2024. We are in a moment of strategic review, and we have revamped many of the organization’s operating procedures. We seek to increase our fundraising capacity to prepare ourselves for the next 15 years of transformational impact on the lives of our Scholars. The new Board Members will be stepping into well-established

systems (highlighted below) and will be ready to engage their professional and personal networks to further our mission.

Our strengths:

- *Fundraising*: We are executing on a strategic fundraising plan launched in 2024. We exceeded 2024 goals and are looking to build on that success in 2025 and beyond. We need to activate new networks, especially in the private sector, to continue to expand our partnerships and scholarship opportunities.
 - *Board*: A collegial, dedicated all-volunteer working Board currently consisting of seven members.
 - *Staff*: Two part-time contractors—a Programs Director and an Operations Manager—capable and ready to support new leadership.
 - *Scholars*: 25+ current Scholars, enrolled and thriving in college, to whom we have committed 2- and 4-year scholarship awards and mentorship support.
 - *Volunteers*: A cadre of engaged volunteers who have supported EEF activities over its fifteen years.
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General Board Member Responsibilities

- Board members act as trustees of the organization's assets and must exercise due diligence and oversight to ensure that the organization is well-managed and that its financial situation remains sound.
- Uphold EEF's mission and purpose and define the strategies and programs to do so
 - Specifically, participate in board meetings, events, activities, and/or committees:
 - Participate in Quarterly Board Meetings and an additional annual meeting (five total)
 - Participate in three in-person and/or virtual engagements with the EEF community
- Commit to a personally meaningful donation to EEF
- Oversee the work of EEF's contractors and consultants, ensuring commitment to EEF's mission and purpose
- Define and execute strategies for organizational sustainability and conduct active fundraising throughout the year
- Vote on all Board business
- Promote EEF externally
- Support EEF with resources and expertise

Development Committee Responsibilities

- In addition to general board strategy, governance, voting, and participation:
 - Actively participate in fundraising activities
 - Communicate donation opportunities to personal and professional networks
 - Under the leadership of the Development Committee Chair, contribute significantly to achieving our goals of raising \$100,000 in 2025, engaging new corporate sponsors, building our base of monthly donors, developing relationships with private foundations, and cultivating our strong base of annual donors

- Foster fundraising relationships with key contacts and corporate stakeholders in: Law/Private Law Firms, Medicine, Construction, Architecture/Engineering Firms
 - Collaborate on the refinement of EEF's fundraising strategy over their tenure to meet the evolving needs of the organization
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Requirements:

Commitment:

- Estimated time commitment: 18 -20 hours/month depending on committee needs
- Minimum commitment requirement is one three-year term (May 2025 - May 2028)
- Annual commitment to donate or secure donations for EEF
- Board members must be located in the DC metro area although Board and committee meetings take place virtually/hybrid

Education and Experience:

- Minimum Associate Degree from an accredited college or university
- Mid- or late-career professional passionate about leveraging their network and expertise to grow EEF

Proven Skills/Abilities:

- Self-driven and entrepreneurial; we are a working board where you are expected to take leadership
- Collaboration; you are a strong team builder and team member
- Experience with sales, fundraising for a cause, or related projects
- Familiarity with social impact, education opportunity, and/or immigrant rights work
- Superior communication skills

Benefits:

- Joining a community dedicated to a mission of advancing the educational and professional opportunities of immigrants in the DC metro area
- Opportunity to exercise dynamic and action-oriented leadership
- Opportunity to network and join a diverse, growing, and mission-driven community of professionals
- Great hands-on board experience

The Esperanza Education Fund is an equal opportunity employer committed to building and maintaining an inclusive, diverse group of team members. We promote a policy of equal treatment and opportunity and prohibit discrimination in any aspect of our hiring and promotion process in regard to disability; race or ethnicity; age; religion; sexual orientation; gender or gender identity or expression; marital, parental, or familial status; national origin; citizenship status; veteran or military status; or any other basis protected by law.