



Do Good Multnomah journeys side-by-side with Veterans and other underserved communities so that all individuals are seen, supported, and valued while navigating shelter and housing.

Position: Do Good Multnomah Board Treasurer

Location: Portland, OR (Remote/In-Person Hybrid)

Commitment: Volunteer, Approx. 4-6 Hours/Month

Do Good Multnomah is seeking a dedicated and experienced individual to serve as Treasurer on our Board of Directors. As Treasurer, you will play a key leadership role in overseeing the financial health of our organization, ensuring transparency, accountability, and alignment with our mission to serve houseless veterans and underserved communities.

Key Responsibilities:

- Maintain overall responsibility for all corporate funds.
- Provide executive oversight of the CFO and financial operations, ensuring strong financial management, accountability, and compliance with policies.
- In coordination with the CFO, ensure accurate and up-to-date financial records; including budgeting, financial planning, and fund management, ensuring financial sustainability.
- Ensure authentication of all records of the corporation, including compliance with tax filings, audits, payroll, and other financial obligations.
- Ensure monthly or quarterly financial statements are reviewed by the board.
- Assist in the preparation and presentation of the annual budget.
- Monitor financial performance, review financial statements, and alert the Board to risks or discrepancies.
- Serve as a signatory on bank accounts, recommend the appointment or reappointment of, and engage with, external auditors, and participate in Board and committee meetings to maintain financial oversight.
- Ensure excess funds and reserves are properly held and invested.
- Perform other duties as prescribed by the Board.

Board Member Expectations:

- Commitment to and familiarity with Do Good's mission, particularly in supporting houseless/homeless individuals, veterans, and underserved communities.
- Prior experience serving on a nonprofit governing board.
- Strong professional and/or personal networks relevant to Do Good's mission.
- Relevant skills and expertise in nonprofit finance, accounting, or related fields.
- Experience with fundraising, both giving and securing funding.
- Familiarity with nonprofit financial structures, including cost-reimbursement contracting.
- Commitment to advancing Do Good's DEI efforts by contributing to a diverse and inclusive board in terms of gender, race/ethnicity, veteran status, and professional background.

Commitments:

As Do Good Multnomah Board members, we strive to be of the greatest assistance possible to the organization in pursuit of its mission. We take our Board service seriously and recognize that being clear about and honoring our commitments makes us more effective.

- In that spirit, Board members agree to the following each year:
- Attend at least 75% of Board meetings (the board currently meets 6 times/year).
- Attend 75% of committee meetings (committees currently meet 6 times/year).
- Read Board and committee meeting materials in advance.
- Make at least one program site visit annually.
- Reply to calls, emails, and correspondence within 48 business hours.
- Serve on the following committee(s): _____
- Make a personal gift of _____ payable as follows: _____
- Work to leverage the following personal and professional relationships:

Additional Responsibilities:

- **Be Prepared.** “Hit the ground running” when beginning Board service. Regularly increase skills through training throughout tenure.
- **Attend Meetings.** Attend Board and committee meetings. Read meeting materials in advance and come prepared with thoughts and/or questions. Attend the annual retreat, if scheduled.
- **Understand Board Governance.** Review by-laws annually, recruit and nominate Board candidates, and develop a recommended slate of Officers. Monitor member engagement and identify needs for education and training.
- **Understand Board Financial Responsibility.** Review and understand the annual budget, trends in financial statements, reports on cash flow, reserves, and investments, and the audit report.
- **Provide Executive Oversight.** Set annual goals and metrics for the CEO and CFO and evaluate performance annually. Delegate operations and management to the CEO and CFO as the Board’s sole employees.
- **Be An Ambassador.** Understand and be able to communicate Do Good’s mission and programs. Promote the organization in personal and professional circles. Build bridges with those who might support us.
- **Participate in Development** Make an annual gift that is personally significant. Leverage personal and professional contacts on behalf of Do Good. Help identify, cultivate, invite, and steward prospects and donors.
- **Serve on Committees.** Serve on at least one of the following committees: Executive, Governance, Finance, and Development.

Why Join Us?

Serving as the Treasurer of Do Good Multnomah’s Board is an opportunity to leverage your financial expertise in a meaningful way, ensuring the fiscal health and sustainability of a growing organization dedicated to

empowering vulnerable populations. If you are passionate about making a difference and have the skills to guide our financial strategy, we encourage you to apply.

To Apply:

Interested candidates should send a resume and a brief statement of interest to **[Insert Contact Information]**. Applications will be reviewed on a rolling basis until the position is filled.