

Urban Manufacturing Alliance Board Director - Job Description – June 2018

The Urban Manufacturing Alliance (**UMA**) is a national coalition of organizations and individuals that are building manufacturing economies fit for the 21st century. We believe that manufacturing is good for cities and cities are good for manufacturing.

Our collective goal is to ensure that the new urban manufacturing economy reflects the diversity of our cities and offers inclusive, equitable employment, ownership and innovation opportunities to all communities.

UMA's mission is to cultivate networks, learn from each other, share and amplify what works from city to city, and to support the implementation of local, regional, and national policies that encourage the development of environmentally sustainable, diverse, innovative, and equitable manufacturing in urban settings.

We envision a future where urban manufacturing is thriving in our cities, creating dense, vibrant networks of businesses, talent, communities and consumers, and reflecting the diverse communities in which it is located through the ownership and employment opportunities it offers.

We see the great potential that exists for amplifying voices in urban communities and building the collective power of local manufacturers and allies to grow the economy, and to advance income equality, environmentally sustainable industry, and innovative capacity.

UMA pursues four core strategies to build manufacturing economies fit for the 21st century: (1) Grow Communities of Practice; (2) Drive Collaborative Research; (3) Build an Emboldened Community; and (4) Shape the Fields of Public Policy and Economic Development.

The **UMA** Board of Directors is made up of volunteers who represent diverse communities and the range of needs and interests of the larger **UMA** Membership. Directors embody the organization's spirit of collaboration and are committed to our goals of inclusion and equity within **UMA**, and in all of their work. Through this process, **UMA** seeks to increase the racial, ethnic, gender, and geographic diversity of its board to fully represent the diversity of urban areas and among **UMA's** membership.

Overview of Responsibilities of Board Directors

The board of **UMA** is responsible for overseeing the mission and purpose of the organization.

The primary role of **UMA's** Board is to ensure the effective and efficient advancement of **UMA's** mission, while building a sustainable and impactful organization. While **UMA** has a relatively small staff, it is a national organization and seeks to increase awareness of the importance of the urban manufacturing sector and improve the practice of economic development across the country. To achieve this broad impact, board directors are actively engaged and called upon as knowledgeable representatives and champions of **UMA's** mission.

Some of the Board's responsibilities include:

- Financial oversight and monitoring;
- Adoption of budgets and strategic plans;

- Selecting and supporting the Executive Director;
- Actively assisting in development and fundraising;
- Expanding the **UMA** network;
- Building connections to grow community, business, and government participation in **UMA**;
- Promoting awareness of **UMA**;
- Participating in professional gatherings to provide thought leadership on urban manufacturing;
- Serving as models for **UMA**'s commitment to sharing information and to working collaboratively.

The Board's duties include participation in strategic planning and making policy decisions, then securing the financing for them and the monitoring of their execution.

Directors must be willing to attend the requisite meetings, follow through on commitments, and participate fully in the decision-making process.☒

The board also presents the organization's image to the community and solicits its support in achieving **UMA**'s goals.

We expect our board directors to commit to a two-year term with up to four consecutive terms allowed, for a total of 8 years.

Specific Responsibilities

Fiscal

- Review revenues and expenses on a *quarterly* basis to ensure the mission of the organization is being upheld. ☒
- Participate in strategic planning and the setting of long-term goals. ☒

Legal

- Act on behalf of the organization and its interests, putting aside personal concerns, affiliations, or constituencies. ☒
- Set procedures and policies to ensure that **UMA** and/or any affiliate is organized and administered in a manner that is in compliance with applicable law. ☒
- Board directors are expected to review and vote on any contract above a threshold specified by **UMA**. The amount requiring review will be updated by the board as part of standard operational reviews.

Ambassadorship/Fundraising

- Promote our mission to increase visibility and encourage financial support for the organization. This can include participating in fundraising events, stewarding donors, and/or sharing your personal story of involvement within your networks. ☒
- Be willing to make introductions to new networks, corporate sponsors, foundations, and helpful individuals. ☒
- Be willing to travel to **UMA** meetings, gatherings, report release events or to represent **UMA** at other external partner events and/or conferences.
- Each board director is expected to contribute to the financial sustainability of **UMA** by:

- Giving a personally generous gift within his/her/their means on an annual basis as a sign of commitment to the organization and as a sign of respect for the other board directors and donors who support the organization. ☒
- Supporting other fund development activities of the organization in a manner appropriate for board directors. ☒

Staff ☒

- Hire the chief executive and review performance annually. ☒
- Be willing to use individual expertise to assist in staff organization and development. ☒

Performance ☒

- Attend scheduled board meetings each year (in person or via video / phone) with no more than two absences.
- Prepare for, and actively participate in board meetings.
- Sit on at least one board committee. A board director will be asked to lead each of our committees and report to the full board on its work.☒
- Assist in recruiting and selecting new board directors who will help the organization achieve its goals.☒
- Actively participate in annual board self-evaluation. ☒

In general, utilize personal and professional skills, relationships and knowledge for the advancement of the organization.

To be considered for **UMA's** Board of Directors, please submit your application and a cv/resume to **UMA's** Program Director, Katy Stanton (katys@urbanmfg.org). Applications will be accepted on a rolling basis.