



## OPEN CALL FOR HEARD BOARD OF DIRECTORS

Helping Educate to Advance the Rights of the Deaf (HEARD) is an all-volunteer nonprofit organization based in Washington D.C. that promotes equal access to legal system for individuals who are deaf, deaf-blind, deaf-disabled and hard of hearing. We work nationwide, focusing primarily on correcting and preventing deaf wrongful convictions, ending deaf prisoner abuse, decreasing recidivism rates for deaf returned citizens, and on increasing representation of the deaf in the justice, legal, and corrections professions.

HEARD facilitates collaboration among deaf, hard of hearing, and hearing individuals because we view access to the justice system as a fundamental human right that we should all work together to achieve. Through education and training we aim to increase the competence and capability of justice professionals to manage language access and ability rights concerns, as well as supporting broader Deaf Community advocacy.

**Our Mission:** Identify and remove barriers that prevent deaf people from participating in and having equal access to the American justice system.

**Our Vision:** A universally accessible American justice system that equitably serves individuals who are deaf or hard of hearing.

HEARD is currently reviewing applications of qualified applicants to our Board of Directors. The Board will support the work of HEARD and provide hands-on leadership and strategic governance. While board operations are led by HEARD's President, the relationship between these two entities is a partnership, and the appropriate involvement of the Board is both critical and expected. HEARD Board Members will serve a two-year term, and are eligible for re-appointment for one additional term. Board meetings will be held every 6-8 weeks via videoconference or face-to-face meeting.

Interested applicants should submit the following to [nominations@behearddc.org](mailto:nominations@behearddc.org)

- Completed application form, resume, cover letter
- (OPTIONAL) Link to a video introduction, 1-3 minutes in length, describing your interest in work that connects to HEARD's goals or current projects.

The nominations committee and current board will review all applications. Applicants may be contacted for an interview. Accepted applicants will be notified no later than July 1, 2015, for a term beginning on August 1, 2015.

## **2015 HEARD BOARD OF DIRECTORS POSITION DESCRIPTIONS**

In order to meet the minimum qualifications for the HEARD Board of Directors, all applicants should:

- Demonstrate commitment to advocacy, public service & social justice, especially within the deaf community;
- Demonstrate a knowledge of Deaf culture and communication styles of Deaf, DeafBlind, DeafDisabled and Hard of Hearing people;
- Have the ability to conduct HEARD business productively in an unstructured environment;
- Be proficient in basic computer applications, such as word processing, spreadsheets, and internet usage;
- Demonstrate the ability to effectively manage a wide array of tasks, projects, and responsibilities;
- Demonstrate capability to effectively communicate in American Sign Language and/or English; and
- Be 18 years or older.

### **2015 Available Board member positions include:**

#### **Director of Administration**

This director will work closely with all other directors and the president to ensure that organizational and administrative integrity of HEARD is maintained. The Director of Administration maintains records of the board and the history of the organization, as well as ensuring effective management of the organization's records. The ideal applicant for this position is sufficiently familiar with nonprofit legal documents (i.e., articles, bylaws, IRS letters, etc.) to discuss applicability during meetings and Board decisions.

#### **Director of Finance (Treasurer)**

The Director of Finance manages the finances and fiscal matters of the organization, develops and maintains an annual budget as approved by the board, and ensures development and board review of financial policies and procedures. In addition to bank account maintenance, and financial transaction oversight, this Director will also maintain a donor database and perform other duties as assigned by the president. The ideal applicant for this position has previous experience in a financial oversight of a nonprofit or other entity.

#### **Director of Project Planning and Public Relations**

The Director of Project Planning and Public Relations oversees the planning, implementation, and tracking of specific short-term projects. This position will build and oversee a volunteer Project and Publications team to publish timely organizational information, such as press releases, newsletters, brochures, and other materials. The team will also perform social media management duties, publish videos and photography on HEARD website, create vlogs/blogs, and ensure a documented presence of HEARD at events, conferences, and speaking engagements. This director organizes major events, coordinates a HEARD tabling team for conferences and expos, and spearheads co-sponsored events. The ideal applicant for this

position has experience in public relations, journalism, or a related field. Coursework or professional work experience in a related field like advertising, business administration, project management, writing, or communications is a plus.

### **Director of Volunteer Services**

The Director of Volunteer Services is responsible for developing, implementing and maintaining an exemplary volunteer program to provide a supplementary workforce for HEARD through the use of academic and community-based volunteers. This position should ultimately create a community of supporters with a deeper engagement and commitment to Deaf access to the legal system. The ideal applicant for this position is extremely organized, has highly developed people skills, and can work effectively on long term projects and short-term goals.

### **Director of Education and Training**

The Director of Education and Training is expected to develop, implement and deliver training programs on behalf of HEARD to justice professionals and Deaf community members. This position develops training procedures and materials, and assures all presentation information is correct. This director prepares and implement training to build a strong network of professionals, advocates and community members. The ideal applicant for this position organizes and develops training activities, and maintains a reference library.

### **Director of Research and Grants**

The Director of Research and Grants will identify, define and develop funding sources to support existing and planned HEARD ventures, as well as coordinate the development, writing, and submission of grant proposals to third-party entities. This Director is also responsible for collecting, and reporting data on HEARD projects. If not familiar with grant writing, a course is available through the Professional Studies Program at Gallaudet University. The ideal applicant for this position has verifiable success in securing new funding opportunities, comprehensive knowledge of research and the ability to connect HEARD work with funding sources.

### **Director of Prisoner Affairs**

This position is the primary liaison for our prisoner client base. The Director of Prisoner Affairs manages client services, including intake interviews and data collection. The DPA will oversee the Prisoner Mail Correspondence program, and will supervise volunteer pen pals. This position will also involve maintaining a network of legal professionals, advocates and organization supporters. The ideal applicant for this position has a strong familiarity with the prison system (state & federal), intimate knowledge of disability rights laws that protect incarcerated people, a strong sense of compassion, the ability to coordinate a great deal of prisoner and family member correspondence, and data entry experience. A background in counseling, social work, law or psychology is a plus.

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## HEARD BOARD OF DIRECTORS APPLICATION FORM

Name:	
Home Address:	
Email Address:	Phone No: (Please label voice, VP, or text)
Position(s) of Interest:	

Please submit a cover letter and resume that provides evidence of your work history and skills as they may relate to HEARD. In your letter, please include responses to the following:

1. What is one project you would like to be a part of in an effort to increase Deaf access to justice in the American legal system? This may be a project HEARD currently has in place or a new idea.
2. What skill or experiences (if any) do you have that are not listed on the Board Member Experience inventory? Please describe those skills or experiences that you believe would not benefit HEARD & explain why you believe they would benefit the organization.
3. How will being a part of the HEARD board benefit you? What are your goals as related to being a part of this organization at the board level?

Cover letters may be up to two pages, resumes should be one page. Please submit your resume, completed application and cover letter in PDF & Microsoft Word format saved in this format:  
HEARDBdApp2015\_YourFirstName\_YourLastName

Email this information by June 1st, 2015 to: [nominations@behearddc.org](mailto:nominations@behearddc.org). The optional video link may be sent to the same email address with subject line: *Board Member Application Video YourName*.

You may mail your application materials to:

HEARD  
PO Box 1160  
Washington DC 20016

Mailed materials must be postmarked by May 15th.

Please complete the Skills & Knowledge inventory below, and rate your successful experience with the skills listed.

<b>What skills and knowledge would you bring to our board of directors? Please indicate your experience in the following areas:</b>	<b>A great deal of experience</b>	<b>Some experience</b>	<b>Little or no experience</b>
Intersectional social justice and advocacy work			
Education, training, or presentations			
Leadership/leadership skill building			
Counseling, mental health or social work training			
Financial management and/or Fundraising			
Grant writing			
Administration or management			
Graphic Design, photography, developing promotional materials			
Recruiting, hiring and evaluating personnel/staff			
Special events (planning and executing)			
Research experience			
Communicating in American Sign Language			
Interacting personally or professionally with Deaf, DeafBlind or ASL-using persons.			
Communication, public and media relations			
Video Production and/or social media account operation (i.e. Facebook non-personal account; Twitter)			
Connecting and consulting with lawyers and advocates on legal matters			

Who may we contact for information about your performance in these positions?

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_