



# kandelia

REMOVING BARRIERS TO IMMIGRANT  
AND REFUGEE SUCCESS

## Member, Board of Directors

### Job Description

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## Who We Are

Kandelia is a 501(c)(3) nonprofit community organization established in 1976 by and for Vietnamese refugees to help families adjust to life in the US after the Vietnam War. As our capacity grew, we expanded our services to support other refugee and immigrant communities, particularly in education and youth development.

Our mission is to remove barriers to opportunities so immigrant and refugee communities can flourish without compromising values, heritage, or ethnicity. We serve students directly and stabilize and strengthen their local family support network. Our goal is for newly arrived immigrant and refugee students to have equitable access and choice for educational and career opportunities.

Kandelia partners with Seattle World School (SWS), an option high school in the Seattle Public School district designed to meet the needs of newly arrived immigrant and refugee students. Kandelia's program staff work out of an office in the school and are among the first to greet newly arrived families. Our multilingual team helps bridge the gap between student and caregiver needs and community resources that are difficult for newcomers and English language learners to access. Our Youth Program serves students at Seattle World School, and we're beginning pilot programs to serve students from additional schools. Our Family Program serves caregivers of immigrant and refugee students across the Seattle Public Schools District.

## Position Summary

Kandelia is seeking applicants for several at-large positions on our Board of Directors. We are looking for individuals aligned with our organizational values and committed to serving immigrant and refugee communities.

Board Members are responsible for ensuring that Kandelia fulfills its mission by planning for the future, providing executive guidance on current operations, and reviewing organizational performance. Board Members must fulfill fiduciary responsibilities, making decisions that honor Kandelia's commitment to our community.

## Position Details

<b>Title</b>	Member, Board of Directors
<b>Reports To</b>	Board Chairs
<b>Elected By</b>	Board of Directors

<b>Term Length</b>	3 years (36 months), renewable for one additional consecutive term
<b>Time Commitment</b>	Attend at least 80% of virtual board meetings annually (10 meetings per year); review agenda and materials prior to each meeting. Additional time required for monthly committee work and other special projects.

## Key Responsibilities

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### Strategic Oversight

- Provide strategic oversight to the Co-Executive Directors and ensure day-to-day work contributes to Kandelia’s long-term strategic plan
- Conduct strategic planning as appropriate and approve the strategic plan
- Ensure organizational decisions, programs, and impact goals align with Kandelia’s strategic plan, mission, and values

### Financial Management

- Review and approve the annual budget
- Provide oversight of the organization’s financial health and safeguard assets from misuse, waste, and embezzlement
- Review 990 tax form submissions and annual financial review findings

### Governance & Legal Compliance

- Ensure compliance with federal, state, and local regulations and fulfillment of contractual obligations
- Participate in Co-Executive Director selection (as needed) and performance evaluations
- Approve the revenue strategy and monitor its effectiveness
- Serve on at least one board committee (Finance/Fundraising or Nomination/Governance) unless supporting with special projects

### Fundraising & Community Engagement

- Support Kandelia’s annual fundraising event
- Set and complete at least three personal fundraising goals annually
- Make a personally significant gift to Kandelia
- Cultivate and strengthen Kandelia’s network of donors, volunteers, and other supporters
- Represent Kandelia as an ambassador to stakeholders and the broader community
- Assist in identifying and recruiting other Board Members

### Advisory Support

- Serve as a trusted advisor to the Co-Executive Directors as they develop and implement strategic priorities
- Support board initiatives with relevant expertise

## Skills & Competencies

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As Kandelia continues to expand its impact, we are particularly interested in Board Members who bring expertise in one or more of the following areas. If you possess any of these skills, please highlight them in your cover letter or essay responses as part of your application materials.

<b>Community Engagement</b>	With deep roots in immigrant and refugee communities, Kandelia thrives through strong relationships and trust-building. Board members with experience in community engagement can help expand our reach, ensure our programs remain culturally responsive, and elevate the voices of those we serve.
<b>Finance &amp; Accounting</b>	Expertise in financial management, budgeting, audits, and compliance will help sustain Kandelia's long-term financial health as we grow and diversify funding sources.
<b>Immigration Policy &amp; Trends</b>	The shifting immigration landscape directly affects the families we support. Board members with knowledge of immigration policy can help Kandelia adapt programs and advocacy efforts to better serve immigrant and refugee communities.
<b>Legal Understanding</b>	A strong grasp of nonprofit governance, regulatory compliance, and contractual obligations will support Kandelia in navigating legal complexities and safeguarding organizational integrity.
<b>Strategic Planning</b>	Board members with experience in planning, evaluating organizational growth, and aligning resources with mission-driven goals will help steer Kandelia's long-term direction.
<b>Marketing &amp; Communications</b>	Board members with expertise in marketing and communications will support and guide Kandelia's efforts to grow and retain a broader base of supporters.

## How to Apply

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Interested candidates are encouraged to send their resume and an overview of their relevant experience and qualifications, including personal or professional experience with immigrant and refugee communities, to [hr@kandelia.org](mailto:hr@kandelia.org). Kandelia will review resumes when there are open seats on our Board of Directors.