

**Villa Therese Catholic Clinic
Board Member Position Description
Development & Major Donor Leadership**

Purpose

Serve as a board member of Villa Therese Catholic Clinic (VTCC), advancing its mission to provide free healthcare services in New Mexico—focusing on uninsured and underinsured populations. VTCC is the only free clinic in the state.

Key Responsibilities (all directors)

- **Governance & Fiduciary Duty:** Exercise the duties of care, loyalty, and mission fidelity/compliance; prepare for and attend board meetings; participate in strategic planning and oversight of finance, risk, and compliance.
- **Mission & Values:** Champion VTCC's mission and values rooted in human dignity, solidarity, and care for the vulnerable. Board service does not require personal adherence to the Catholic faith; we ask all directors to respect and support these values in governance and practice.
- **Resource Development:** Make VTCC a personal philanthropic priority; contribute annually at a level meaningful to you (board goal: 100% participation); assist with cultivation, stewardship, and introductions.
- **Ambassadorship:** Promote VTCC in the community; help expand visibility, partnerships, and volunteer/provider pipelines.
- **Committee Service:** Serve on at least one committee; complete assignments between meetings.
- **Compliance & Ethics:** Disclose conflicts; adhere to Conflict of Interest (COI) policy; complete annual COI and confidentiality acknowledgments.

Baseline Qualifications

- Commitment to VTCC's mission and Catholic social principles of human dignity and care for the vulnerable.
- Strategic judgment; collaborative style; community credibility.
- Willingness to engage in fundraising and personal philanthropy.

Time & Term

Directors hold office for a term of three years and are eligible for reelection. Board meetings are generally monthly. Expectations include regular board meeting attendance, committee work, and major VTCC events. Typical commitment is 6–10 hours per month, including meeting prep, committee work, and events.

Diversity & Inclusion

VTCC seeks a board that reflects the communities we serve across professional expertise, culture, lived experience, and faith perspectives consistent with our Catholic identity and mission.

Role-Specific Expectations — Development & Major Donor Leadership

Why this role: Elevate fundraising, stewardship, and partnerships to support VTCC's mission as services expand.

Primary contributions

- Partner with the Executive Director and Board Chair on major-donor strategy; open doors to high-capacity prospects; cohost 2–3 cultivation touchpoints per year.
- Coach the board on donor stewardship; model meaningful personal giving (100% participation goal).
- Help shape annual fundraising plan and metrics; review prospect pipelines quarterly.

Preferred profile

- Track record in philanthropy/advancement, major gifts, or corporate partnerships.
- Strong Santa Fe network and ability to convene donors and sponsors.