



## **Request for Board Member to Serve on Mental Health Matters of Middle GA**

**Position Title:** Treasurer

### **Position Overview:**

Mental Health Matters of Middle GA is seeking a dedicated and experienced individual to join our Board of Directors as Treasurer. The ideal candidate will have a strong background in financial management, nonprofit operations, and Donor Perfect relationship management. This individual will play a critical role in ensuring the financial health and sustainability of our organization as we work to eliminate stigma surrounding mental health and improve access to care in Middle Georgia.

### **Key Responsibilities:**

#### **1. Financial Oversight and Management:**

- Maintain accurate financial records for the organization using QuickBooks and Donor Perfect Software.
- Provide regular financial reports and updates to the Board of Directors.
- Work closely with the accountant to ensure compliance with financial regulations and timely submission of required documents.

#### **2. Donor Software Maintenance:**

- Manage and maintain the organization's Donor Perfect/GiveCloud software system, ensuring donor information is up-to-date and accurately tracked.
- Collaborate with the project manager for Donor Perfect Software to ensure optimal use of the system.

#### **3. Strategic Financial Planning:**

- Analyze financial data and provide feedback to support organizational growth and sustainability.
- Collaborate with the Board and leadership to develop and monitor the annual budget.

#### **4. Compliance and Reporting:**

- Ensure compliance with nonprofit financial policies and procedures.
- Assist in preparing financial statements for grant applications, fundraising events, and other organizational needs.

### **Knowledge, Skills, and Abilities:**

- Proven experience in financial management, accounting, or a related field (nonprofit experience preferred).



- Proficiency in QuickBooks and donor management software (experience with Donor Perfect is a plus).
- Strong analytical and problem-solving skills to provide financial insights and recommendations.
- Excellent communication and organizational skills, with attention to detail.
- Ability to work collaboratively with board members, staff, and stakeholders.
- A commitment to the mission of Mental Health Matters of Middle GA and a passion for mental health advocacy.

**Time Commitment:**

This is a volunteer board position requiring attendance at monthly board meetings, active participation in financial decision-making, and a commitment to supporting the mission of the organization.

**How to Apply:**

Interested candidates are invited to submit a letter of interest and résumé to [chrystal@mhattersga.org](mailto:chrystal@mhattersga.org). Applications will be reviewed on a rolling basis until the position is filled.

**Join us in making a difference in our community!**

By becoming a part of Mental Health Matters of Middle GA, you will help create lasting changes in the lives of individuals and families and our community impacted by mental health challenges. We look forward to hearing from you!