



# International Safe Shelter Foundation, Inc.

[board@ISSF-US.org](mailto:board@ISSF-US.org)

[www.ISSF-US.org](http://www.ISSF-US.org)

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The **International Safe Shelter Foundation (ISSF)** is looking for board members who are interested in being actively engaged with our board. While we welcome anyone who is willing to work, our greatest needs are in the areas of fundraising, event planning, building relationships with community partners, communications (i.e. finding material for the Facebook page, preparing newsletters, translating materials into Spanish, or web design), or non-profit management expertise. We are also in need of Spanish-speakers who are willing to travel to Juarez a couple times per year to meet with the shelter director there.

The board of ISSF is a working board. ISSF does not have any paid staff members, so all work is carried out by the board members. Meetings are held approximately every two months, however, the frequency of meetings varies based on need. Meetings typically last 1 to 1.5 hours. A board member can expect to spend about 1 – 5 hours per month on ISSF-related activities, however, this amount may increase at certain times depending on the board member's role.

Because our board members live in various locations, we usually hold meetings over Skype so there are no geographic limitations on board members. As of Fall 2014 most of our board members are located in Las Cruces, NM and Washington, DC.

For more details on ISSF, visit our website at [ISSF-US.org](http://ISSF-US.org). ISSF also maintains a clearinghouse of materials on Latinos and domestic violence at [latinodv.org](http://latinodv.org). For details on the primary shelter that we support, see [juarez-shelter.org](http://juarez-shelter.org).

## **ABOUT ISSF**

ISSF was founded as a tax-exempt organization in 2012. It grew out of a collaboration between the Returned Peace Corps Volunteers Service Organization of New Mexico State University and NMSU's Family Violence Project. After supporting a domestic violence shelter located in Ciudad Juárez, Mexico for many years, a group of core volunteers decided to create a non-profit foundation, in part so that we could raise tax-exempt donations for the shelter. In the process of creating the foundation, we expanded our mission to include charitable organizations overseas that serve abused women and children. While our current focus is on Latin America, we hope to expand to other regions as our organization grows.

ISSF has been classified as a 501(c)(3) charitable organization by the IRS and donations are tax deductible in accordance with the law. ISSF has very low administrative costs. We do not maintain a physical location nor do we have paid employees. All work is done by a volunteer board of directors. Because of this, close to 100% of the money donated goes directly to the organizations that we support.

**Send an email to [board@issf-us.org](mailto:board@issf-us.org) to express interest in serving on the board.**

## **MISSION**

To empower shelters in Latin America that serve abused women and children through financial coordination and provision of resources.

### **Goals**

1. Educate about safe shelters for abused women and children located overseas and provide resources on domestic violence in Latin American communities.
2. Empower shelters we support to end domestic violence through assisting shelters in achieving financial stability and accountability.

## **JOB DESCRIPTION**

### **Meeting Attendance:**

Meetings are held approximately every two months, however, the frequency of meetings varies based on need. Meetings typically last 1 to 1.5 hours.

### **Time Commitment:**

A board member can typically expect to spend about 1 – 5 hours per month on ISSF-related activities, however, this amount may increase at certain times depending on the board member's role and participation on committees.

### **Activities:**

The activities of board members vary based on the members' strengths and interests, as well as the needs of the Foundation. Some areas where board members are often needed are listed below:

- Fundraising
- Event planning
- Building relationships with community partners
- Communications (see below for examples of some communications activities)
  - finding material for the Facebook page
  - preparing newsletters
  - translating materials into Spanish
  - web design
  - press releases
- Assisting with management-type activities, such as creating affiliation agreements for shelters
- Contacting staff at the shelter to get information from them (Spanish-speakers)
- Visiting Juarez to meet with the director and staff at the shelter
- Awareness raising about domestic violence globally
- Writing up the stories of the families at the shelter (while maintaining confidentiality)
- Responding to emails from victims looking for resources or from the general public.