
Volunteer Treasurer – North Dakota Heart Gallery

Who We Are

The North Dakota Heart Gallery is a **501(c)(3)** nonprofit incorporated in **2006** by an **all-volunteer Board of Directors**, fully funded through donations. Our mission is to connect children in North Dakota's foster care system with loving, permanent families through the power of professional photography. We collaborate with volunteer photographers to capture authentic portraits that highlight each child's personality. These portraits travel across the state—appearing in exhibitions, community venues, churches, malls, and more—to help potential families make a meaningful "heart connection."

Position Overview

The Volunteer Treasurer plays a key role in ensuring the financial stewardship, transparency, and sustainability of the Heart Gallery. This position helps the Board make informed decisions and ensures we stay accountable to our donors and mission.

Key Responsibilities

- **Financial Recordkeeping:** Maintain precise and up-to-date financial records.
- **Reporting:** Prepare and present financial reports at board meetings.
- **Budgeting & Planning:** Assist in creating and monitoring annual budgets, including cash flow projections.
- **Compliance:** Oversee compliance with nonprofit accounting standards and reporting requirements.
- **Banking & Transactions:** Manage organizational bank accounts, process donations, reimbursements, and payments.
- **Professional Coordination:** Serve as the point of contact for accountants, auditors, or tax preparers.
- **Strategic Financial Advising:** Offer guidance on financial implications of strategic initiatives.

Qualifications

- Experience in **accounting, finance, or bookkeeping**, ideally with nonprofit familiarity.
 - Proficiency with **accounting software** (e.g., QuickBooks) and spreadsheets.
 - Strong organizational attention to detail and analytical ability.
 - Effective communication skills—especially the ability to explain financial matters clearly to non-financial volunteers and board members.
 - A **passion for the mission** and values of the North Dakota Heart Gallery.
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Time Commitment

Approximately **2–4 hours per month**, including preparation and presentation of financial reports and participation in quarterly or specially scheduled board meetings.

Location

Position is **remote-friendly**, with occasional in-person involvement for events or meetings in **Fargo, ND**, or statewide traveling events where feasible.

Why Join Us?

- Play a **critical role** in enabling children to find their forever homes.
 - Gain meaningful, tangible experience in nonprofit governance and finance.
 - Join a passionate, volunteer-powered organization making a genuine impact across North Dakota.
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How to Apply

Please send your **resume** and a brief **statement of interest** to:

Lizzy LaFond

 lizzy.lafond@ndheartgallery.org

Applications are accepted **on a rolling basis** until the position is filled.

We're Looking for a Volunteer Treasurer!

The **North Dakota Heart Gallery** is seeking a dedicated Treasurer to join our all-volunteer board.

Help us connect children in North Dakota's foster care system with loving, permanent families ❤️ 🇺🇸.

What You'll Do:

- Manage financial records & budgets
- Provide clear financial reports
- Help ensure transparency & sustainability

Skills We're Looking For:

- Finance/accounting/bookkeeping experience
- Organized & detail-oriented
- Passion for making a difference

 **Time Commitment:** 2–4 hours/month (remote-friendly)

 **Location:** Based in ND, with some optional in-person involvement

 **Apply or Learn More:** Lizzy LaFond – lizzy.lafond@ndheartgallery.org