



# Adoption Center

*Supporting families, children and the systems that serve them.*

Information Pack for Potential Board  
Members 2021

# About Us

## Who we are

We are a not-for-profit organization whose primary aim is to reduce the length of time children spend in foster care and to make the adoption process, at all stages, easier for families. We aim to fill the gaps and provide resources and programs to help the child welfare system work more efficiently. We serve New Jersey, Pennsylvania, and Delaware.

We were founded in 1972 by an adoptive mother who saw firsthand the impact that a stable family has on the well-being of a child. Since then, we have become a leader in recruiting potential parents and connecting them to children in need of a home, in doing so we have helped to create more than 24,000 families.

We have a small and dedicated expert team of 7 full time and 1 part-time employee and are governed by a dedicated Board of Directors with a broad spectrum of experience and a variety of community affiliations.

## Our Mission

The Adoption Center creates permanent environments for children in foster care through public awareness, advocacy, and family finding.

## Our Vision

A loving family for every child in foster care.

## Our Goals

The overall goals of the Adoption Center are to:

1. Increase awareness about children ready for adoption and the foster care system;
2. Recruit and retain families who want to open their homes and hearts to children;
3. Educate families about the adoption process to make it as manageable and stress-free as possible;
4. Increase the number of adoptions of children in foster care who need additional resources; and
5. Find support systems for children who age out of foster care.

To support our achievement of these goals, we have a number of short-term goals, strategic programs and initiatives which include:

Match events - designed to bring together children ready for adoption from foster care with approved, home-studied families. Each Match Event is carefully designed and executed to

guide participating youth and families in a day of fun while getting to know each other. We are also working to run these events virtually.

Media Recruitment - to support increasing awareness about children ready for adoption, we partner with regional media and public agencies to recruit prospective adoptive families. We are currently working to identify new media avenues as well as review the effectiveness of our existing approach and identify opportunities for improvement.

Child specific recruitment: child-focused and intensive case management support for 30 children in the foster care system through our Adoption Coordinators.

Information & Advocacy: we provide information and referrals to thousands of people annually. AdoptMatch is an online service that gives prospective adoptive families an opportunity to create a unique profile detailing their adoption needs and goals, get automatically matched to agencies, and communicate directly with the agencies, all in one place. We are currently reviewing how we use and engage with AdoptMatch to determine how we can improve it for prospective families.

Financial Health of the Adoption Center: to ensure our ongoing financial health, we have a number of strategies including the development of new fundraising methods, the creation of Corporate Giving tiers and expanding our value added services to agencies and partners.

# Our Board of Directors

## Existing Board Structure and Members

Our 21/22 Board of Directors is made up of 10 volunteers from the communities that we serve.

Board President: Christian Noyes, Founder, Wedgwood

Vice President: Richard Cornforth, Director of Engineering, PECO, an Exelon company

Treasurer: Andrew Wiest, Managing Director, Modulus Valuation Group

Member: Jim Guyon, Senior Paralegal in Litigation and Food Law, Campbell's Soup.

Member: Diane M. Jones, Recreation Supervisor, Township of Gloucester

Member: Kristy L. Kozlowski, Senior Vice President, Media, Comcast

Member: William R. Levy, Retired Senior Advisor, Brown Brothers Harriman

Member: Mike Morgan

Member: Dr. Laura Sicola, Founder, Vocal Impact Productions

Member: Charlene Vickers, Community Investment Director, Amerihealth Caritas

In taking on a role as a member of our Board of Directors, we ask each member to commit to the following:

- A minimum term of 3 years
- Attend all regularly scheduled board meetings (one per quarter)
- Participate in at least one committee and attend scheduled committee meetings (monthly)
- Give a meaningful personal financial contribution to at least one program campaign per year
- Be an active ambassador for the Adoption Center

Our current committees are:

- Board Governance Committee
- Development Committee
- Program Committee
- Finance Committee

## Board of Directors Member, NJ/PA/DE

The Adoption Center is actively seeking new member(s) for the Board of Directors.

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Joining the Adoption Center's Board of Directors at this time is a unique opportunity to help this impactful organization shape and reach its goals.

To complement the existing board, candidates with expertise in non-profit finances, marketing, public and community relations, networking or fundraising are of particular interest. Committed to diversifying the board to better represent the families and communities that they serve, the Adoption Center encourages BIPOC and LGBTQ+ community members to enquire.

This is a non-paid, volunteer position.

Expectations of Individual Board Members.

Each individual board member is expected to:

- know the organization's mission, policies, programs, and needs
- faithfully read and understand the organization's financial statements
- serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for the Adoption Center to advance its mission
- leverage connections, networks, and resources to develop collective action to fully achieve the Adoption Center's mission
- Give a meaningful personal financial contribution to at least one program campaign per year
- help identify personal connections that can benefit the organization's fundraising and reputational standing and can influence public policy
- prepare for, attend, and conscientiously participate in board meetings (held remotely)
- participate fully in one or more committees

Board members are also expected to:

- follow the organization's bylaws, policies, and board resolutions
- Sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- Maintain confidentiality about all internal matters of the Adoption Center

If you would like to express your interest in a role on our Board of Directors, please download and complete our application form and send the completed form, along with your resume to Christine Jacobs [cjacobs@adopt.org](mailto:cjacobs@adopt.org)

# Selection Process

## Overview

- Nominations / Applications
- Application/Nomination Review
- Introductory Call with Christine Jacobs, Executive Director
- Board Observation
- Final Interview
- Formal Nomination

We will accept applications and nominations on a rolling basis and will review all resumes and applications and identify those individuals whose skills and experiences best meet the needs of the Adoption Center in furthering the achievement of our goals.

Candidates will then be invited to an Introductory call with Christine Jacobs, Executive Director of the Adoption Center to find out more about the organization as well as discuss the level of candidate interest.

Following the Introductory call candidates may be invited to an opportunity to observe a board meeting before being invited to a final interview with Christine and 2 current board members.