



## Returned Peace Corps Volunteers of Washington, DC, 2019 Board Positions

Do you want to apply your talents to the growth of a membership organization? Do you want to be part of a community that embodies the spirit of Peace Corps? Do you want to be challenged, learn a ton of stuff, have a lot of fun, and make a significant impact?

Returned Peace Corps Volunteers of Washington D.C. (RPCV/W), a nonprofit organization, is looking for stellar leaders to take on volunteer roles on committees and its board of directors. This is a great opportunity for someone who wants not just a volunteer activity, but a long-term opportunity to empower the RPCV community, support returning volunteers, and build a network with volunteers from the last six decades.

You should be a go-getter, self-starter, big-picture, strategist with an eye for detail and a willingness to support the entire board of directors and work collaboratively with other committee members. You must be willing to produce prompt and effective results within your board role.

You will have the opportunity to play a key role in expanding the organization and should have a **minimum of 10-15 hours a month** to dedicate to your position on the board of directors and at least one committee. Executive board members can expect to spend **15-20 hours a month** dedicated to their position, committees, and mentorship. We look forward to having you join our team!

The RPCV/W board has **13 voting board members**, 4 of which are executive board members. **Active RPCV/W members may apply for a board position.** Executive board members must have served a minimum of one year in a non-executive board role.

### Mission

To foster a community of RPCVs and friends in the Washington, D.C. area that embodies the spirit of the Peace Corps.

### Bylaws

[RPCV/W's bylaws](#) outline the rules which are used to govern the internal affairs of the organization.

### Affiliations

RPCV/W is not the [Peace Corps](#) nor does it directly donate to overseas Peace Corps programs. RPCV/W is a member group of the [National Peace Corps Association](#).



## Executive Board

### President

**Supervision:** Executive Committee and all board members

**Mentor to:** Special Events, Professional Development, Communications

**Essential Qualifications:** Requires the ability to implement a long-term vision for the organization through consensus building and strong managerial skills. Exceptional verbal and written communication skills are important. This person should be highly-detail oriented with a proven ability to accomplish goals, meet deadlines, and create outcomes.

**What a successful candidate looks like:** Will have prior experience on a nonprofit board of directors and a deep understanding of people management, long-term strategic planning, and relationship building. This person should have a successful track record managing people towards goals, deadlines, and outcomes.

### General Operations

- Speak on behalf of the organization at RPCV/W primary functions (wreath laying, holiday party, BBQ) and partner agency events.
- Ensures all board members are carrying out their responsibilities.
- Responds to press and general inquiries and speaks for the organization. If the President is not available to make a press statement, then they can assign another board member that responsibility.
- Manages the database and website processes.

### Relationship Building

- Maintains relationships and proposes collaborations between RPCV/W, Peace Corps, NPCA, local affinity groups, and friends of groups.
- Assumes lead role when RPCV/W is invited to participate in ceremonial events.

### Event Planning

- Responsible for scheduling and conducting monthly board meetings.
- Responsible for scheduling and conducting executive board meetings.
- Manage event logistics of the previous and current board mixer, board appreciation dinner, and board Info session.

### Vice President

**Supervision:** Advisory Board

**Indirect Supervision:** Executive Committee and all board members

**Mentor to:** Social, Cultural, Community Service

**Essential Qualifications:** Requires a long-term vision, strategic oversight, flexibility, and attention to best practices. Requires a willingness to engage in networking activities and monthly events to engage current and potential members of all ages.

**What a successful candidate looks like:** Will have prior experience on a nonprofit board of directors and a deep understanding of people management, long-term strategic planning, and relationship building. Will have successfully



worked with a membership organization in the past to cultivate new, renewing, and returning members. Will have metrics showing successful online and in-person relationship building techniques.

### **General Operations**

- Presides in the absence of the President.

### **Relationship Building**

- Point of contact for Partnership for Peace program.

### **Event Planning**

- Responsible for scheduling, planning and conducting Board retreats.
- Manage the Advisory Board and leads quarterly meetings.
- Leads and organizes training sessions for board professional development.

### **Marketing and Member Engagement**

- Approves and greets new members on FB and follows up on any email or online member communications, member facing communication.
- Manages 1x weekly post for individuals to share housing and free stuff on Facebook (moderates FB and LinkedIn posts with the support of the Communications and Professional Development Directors).
- Responsible for executing recruitment and retention strategies, and working closely with other Directors as necessary, such as Data and Tech, Development, Social, Professional Development and Community Service Directors to plan events geared towards different types of members.
- Supports Development in relationship building to external partners and sits on the Development committee.
- Point of contact for \$100 Friends of RPCV/W.
- Acts as ambassador to medically-evacuated RPCVs in Washington.
- Manage follow up emails to members who express interest in volunteering and connect them to the appropriate Directors.

Treasurer

**Mentor to:** Development

**Essential Qualifications:** Requires strong accounting expertise, QuickBooks database management, budgeting expertise, nonprofit tax filing, and bill paying.

**What a successful candidate looks like:** Will have prior experience on a nonprofit board of directors and a deep understanding of nonprofit financial management and IRS guidelines. Should have a successful track record creating budgets, filing nonprofit taxes, paying bills, and basic accounting.

### **General Operations**

- Works with Executive Board to ensure taxes and paperwork are filed.
- Works with Executive Board to maintain internal financial controls.
- Drafts yearly budget for board approval and works with individual directors on budget management.
- Reports on monthly P&Ls and year-to-date financials at every board meeting.
- Ensures that bills are paid and taxes are filed.
- Compiles historical spending by board director roles before the retreat and at the end of the year by spending class.



## Event Planning

- Responsible for payment (Venmo, Square, PayPal, etc) at RPCV/W paid events (BBQ, holiday party, etc).

## Secretary

**Mentor to:** Mentoring, Data and Technology

**Essential Qualifications:** Requires a strong understanding of board governance, leadership development, and training. Must be committed to attending board meetings regularly in order to take meeting minutes.

**What a successful candidate looks like:** Will have prior experience on a nonprofit board of directors and a deep understanding of board governance and building a leadership pipeline. Should have a successful track record leading trainings and mentoring individuals.

## General Operations

- Takes minutes at Board meetings and keeps organizational records.
- Ensures other Board members document their activities over the year and compiles them into an annual report - works with Historian on compiled information over the past year

## Relationship Building

- Helps build a diverse board and volunteer recruitment pipeline for future board leadership

## Governance

- Supports the governance, responsibilities and accountability for board members
- Support the President in defining board oversight, responsibility, performance, and accountability
- Lead training for board and committee members on board roles and responsibilities, successful fundraising techniques, and creating equitable practices in our board structures

## Non-Executive Directors

### Development

**Essential Qualifications:** Requires an understanding of basic fundraising knowledge including sponsorships, advertising, fundraising sales, donor engagement, stewardship, etc. Must be willing to help raise \$20,000 a year to reach the RPCV/W Endowment goal of \$100,000.

**What a successful candidate looks like:** Will have successfully fundraised gifts ranging from \$1,000 to \$10,000 on behalf of an organization and built relationships with donors from cultivation to ask to stewardship.

## Fundraising

- Use fundraising strategies to help raise \$20,000 a year towards the endowment fund to create long-term sustainability for the organization.
- Negotiates and is the primary point of contact for sponsorship agreements and advertising contracts.
- Supplements RPCV/W revenue through various channels, including sales of t-shirts, yoga mats, etc.
- Supports Outreach and Professional Development in relationship building to members and external partners and sits on the Outreach and Professional Development committees.



## Event Planning

- Plans and solicits donations for the Silent Auction and other fundraising activities at the annual Holiday Party and BBQ.
- Working closely with other Directors as necessary, such as Social, Special Events, Professional Development, and Community Service Directors to plan events geared towards different types of sponsors and advertisers.

## Special Events

**Essential Qualifications:** Requires a strong understanding of event planning for large groups, budgeting, rate negotiation, advertising, volunteer management, and logistical coordination. Exceptional attention to detail, team management, and delegation, as well as, ability to thrive in high pressure situations, are necessary. You will be the primary point of contact for our major events and required to be on duty to make sure that they run successfully.

**What a successful candidate looks like:** Will have planned a major fundraising event on behalf of an organization with evidence of success from metrics such as budget, attendance, ticket sales, fundraising, attendee feedback, etc.

## Event Planning

- Plans JFK Wreath Laying Ceremony (May), Fallen PCV Memorial Service (March), Holiday Party (December), and Summer BBQ (June/July). Planning processes begin 4-6 months prior to each event.
- Supports Development in event planning, soliciting silent auction/event items, and relationship building to external partners. Sits on the Development committee.

## Communications

**Essential Qualifications:** Requires strong marketing and communications skills with an understanding of social media channels, website management, and team management. You should have strong writing skills and basic graphic design skills. An understanding of nonprofits and membership organizations communication styles is strongly encouraged.

**What a successful candidate looks like:** Will have successfully built social media campaigns to garner new members, followers, sales, and donors. Will have evidence of successfully meeting or exceeding communications goals for an organization.

## Marketing

- Operates the website, social media accounts, blog, and other online services.
- Troubleshoots technical issues and works with board's data/tech analyst to keep web content current and fresh.
- Works with other directors to promote their materials across social media channels (content will be developed by individual directors and their respective committees, not communications).
- Works with the Executive Board in response to press inquiries.
- Editor-in-Chief of RPCV/W's weekly newsletter that goes out every Sunday evening.
- Works with the Executive Committee and Communications Director to maintain website content on [www.rpcvw.org](http://www.rpcvw.org).

## Event Planning

- Facilitates and works to improve internal communications regarding events across all program areas.
- Supports the Special Events Director with advertising and ticket sale promotion for the Summer BBQ, Holiday Party, and other major events. Sits on the Special Events committee.



## Data and Technology

**Essential Qualifications:** Requires technical and analytical skills with an understanding of CRM (Customer Relationship Management) software or interest in learning. RPCV/W currently uses NationBuilder (campaign software) for member and website management. This position should build up the board's capacity to collect and use data, clean and maintain member data within NationBuilder, and think strategically about how to use data to guide board decisions and programming. An understanding of nonprofits and membership organizations is strongly encouraged.

**What a successful candidate looks like:** Will have an interest in using data to strengthen our organization.

### Marketing

- Manages member accounts and other data in back-end of the website.
- Cleans and maintains the membership database and inputs monthly due payments
- Troubleshoots technical issues with member accounts.
- Works with other Directors to promote the collection and use of data.

### Event Planning

- Supports the Special Events Director with advertising and ticket sale promotion for the Summer BBQ, Holiday Party, and other major events. Sits on the Special Events committee.

## Community Service

**Essential Qualifications:** Requires strong networking skills with local nonprofits, event planning, and volunteer management.

**What a successful candidate looks like:** Will have successfully worked with nonprofit organizations to plan volunteer events with 8-10 attendees per activity.

### Event Planning

- Plans and carries out monthly community service projects.
- Point of contact for local organizations in need of volunteer assistance.
- Maintains relationships with socially-minded organizations.

## Professional Development

**Essential Qualifications:** Must have a basic understanding of HR, a strong network of diverse employers (nonprofits, international development, corporate, consulting, etc) and a willingness to proactively connect job seekers with job opportunities and recruiters. You should be willing to attend monthly networking events in the community that may be of interest to our job-hunting members.

**What a successful candidate looks like:** Will have successfully worked with job seekers to set up initial interviews, successfully negotiate in their job, or participate in effective job networking due to updated resume/cover letter/interview skills.

### Career Services

- Meets with job-seekers, reviews resumes, and provides basic job interviewing services



- Work closely with Mentoring and sit on the Mentoring committee.
- Moderates LinkedIn page (with the support of the Communications and Outreach Directors) for individuals to share jobs and other professional opportunities.
- Manages 1x weekly post for individuals to share jobs on Facebook (moderates FB and LinkedIn posts with the support of the Communications Director).

### **Event Planning**

- Plans quarterly Career Panel and Networking events bringing together professionals and job seekers.

### **Fundraising and Relationship Building**

- Supports Development in relationship building to external partners and sits on the Development committee.
- Works with Development to encourage hiring managers to potentially sponsor or advertise when filling RPCV-friendly jobs.

## Social

**Essential Qualifications:** Requires strong networking skills, a basic understanding of event planning, logistical coordination, rate negotiation, and advertising.

**What a successful candidate looks like:** Will have successfully worked with local businesses to plan singles-friendly and family-friendly social events with 20-30 attendees per activity.

### **Event Planning**

- Plans monthly happy hours and at minimum semi-annual recreational events (e.g. Wine tour, River rafting, etc).
- Maintains points of contact list with bars, RPCV-friendly businesses, and other venues.
- Negotiates group rates and promotions to support the Development and Special Events Directors.
- Executes elements of the strategic outreach/recruitment vision of the Vice President
- Aids in planning the Courtney Dunham Memorial Thanksgiving Dinner.

## Cultural Events

**Essential Qualifications:** Requires strong networking skills, a basic understanding of event planning, logistical coordination, rate negotiation, and advertising. Basic knowledge of diplomatic protocol is preferred.

**What a successful candidate looks like:** Will have successfully worked with local businesses or venues to plan cultural events with 10-20 attendees per activity.

### **Event Planning**

- Plans quarterly events that celebrates or educates on different cultures, which may include plays, concerts, dinners, film screenings, and embassy tours.

### **Relationship Building**

- Acts as point of contact for embassies, builds relationships with embassy staff, and extends invitations for special events.
- Partners with the Community Service Director to build connections with international organizations and communities for shared volunteer initiatives. Sits on the Community Service committee.
- Works with Outreach on connecting with local 'Friends of' groups. Sits on the Outreach committee.



## Mentoring

**Essential Qualifications:** Must have a basic understanding of HR, a strong network of professionals for mentorship in a range of career fields (nonprofits, international development, corporate, consulting, etc). You should also possess strong networking skills, a basic understanding of event planning, logistical coordination, rate negotiation, and advertising.

**What a successful candidate looks like:** Will have successfully worked with a mentor/mentee program that shows long-term outcomes for both participants.

### Event Planning

- Plans monthly mentoring events.
- Organizes events to train mentors, make matches and expand the program.

### Career Services

- Helps interested members find mentors whose experiences compliment their interests.
- Manages the mentoring listserv.
- Recruits and instructs mentors.
- Collaborates with the Professional Development Director. Sits on the Professional Development committee.