

Empowering & Connecting Tomorrow's Nonprofit Leaders



Board Position Descriptions

YNNP Boston Overview

Originating in San Francisco, the Young Nonprofit Professionals Network (YNNP) has grown to become one of the nation's largest associations of nonprofit practitioners and supporters. YNNP was named one of the "Top 10 Nonprofits to Watch in 2012" by the Chronicle of Philanthropy. The YNNP movement is led by YNNP National, which is located in Brooklyn, New York, and is overseen by a National Board made up of YNNP members from all over the country. Currently, there are over forty chapters across the United States.

Our local chapter, YNNP Boston, was founded in 2007 to provide support and resources for young professionals working in the Greater Boston nonprofit community. Since then, we've hosted networking and professional development events to bring these individuals together and introduce them to Boston-area opportunities, and we're connected with over 9,000 users through our Listserv, social media, and events. Our mission is to develop a stronger, higher impact nonprofit community in Boston by engaging young talent and their organizations in professional development and human capital management practices.

YNNP Boston is run by the all-volunteer YNNP Boston Leadership Team comprised of motivated and talented young professionals like you!

About the Board of Directors

YNNP Boston is seeking individuals hungry for leadership opportunities who can propel YNNP Boston's programs to new heights. highly energetic, driven, and organized individuals to serve on our board. Each member of the YNNP Boston Board of Directors serves a dual-leadership role. The first of these roles is a **board member**, responsible for exercising sound fiscal and legal oversight of the organization. The second of these roles is a **senior leadership team member**, who will manage a programmatic area of the organization and ensure its success. Most of our senior leadership team members are responsible for oversight of a team of YNNP Boston Ambassadors who will assist in implementation of the multiple facets of the team's area of responsibility.

This position reports to the YNNP Boston Board Co-Chairs and will require close collaboration with leadership across the organization. This is a great opportunity to develop skills in an area

you haven't yet fully explored or to contribute your expertise to one of Boston's most important non-profit organizations.

In addition to the incredible professional development learning opportunity that comes from taking ownership over a functional area of an organization and participating in the long-term strategic work of stewarding our mission, board members participate in **networking and professional development meetings** and receive **free access to all YNPN Boston events!** Beyond skill-building, our leadership team is a network of about 40 like-minded, driven emerging leaders in Boston's nonprofit community! Board members commit to serving a **two-year** volunteer service term and we are currently recruiting leaders in the following functional areas:

- Co-Director of Fundraising
- Co-Director of Ambassador Talent and Recruitment

See subsequent pages for position descriptions for each role.

Each YNPN Boston Board Member will

- Demonstrate a clear passion for the nonprofit sector and its employees, along with a desire to improve the local nonprofit sector and enhance the lives and careers of young nonprofit professionals in Greater Boston
- Serve a two-year term, in accordance with our by-laws
- Dedicate 15-20 hours per month to YNPN Boston-related activities, work, and management, including 2-4 evening meetings per month
- Be asked to make a financial contribution that is within his/her means

To Apply

Please visit www.ynnpnboston.org/apply to fill out an online application, and also submit your resume to apply@ynnpnboston.org by **March 31**.

YNPN Boston values diverse professional and personal experiences and perspectives. As an organization, we strive to be intentionally inclusive and to reflect the community we serve, and we encourage individuals from all backgrounds to apply for the YNPN Boston Leadership Team.

Co-Director of Fundraising Position Description

YNPN Boston is seeking a highly organized, creative, and strategic individual to serve in a co-director role to lead the organization's fundraising activities. YNPN Boston recently received its 501(c)(3) status, and the Co-Directors of Fundraising will spearhead development of the organization's fundraising strategy. In collaboration with other members of the YNPN Boston Board, the Co-Directors of Fundraising will identify potential strategies for YNPN Boston to build a sustainable funding model, and will consider how individuals, grants, and events can all serve in this sustainability plan. The sustainability plan will strengthen the organization's ability to attain its vision of creating a continuous pipeline of diverse, highly engaged individuals who help to realize the sector's full potential for impact. The Co-Directors of Fundraising, in conjunction with the board, will analyze how the organization's programming, membership model, research, listserv, and other bodies of work can be maximized towards creation of this plan. The Co-Directors of Fundraising will also oversee a team of ambassadors, who will assist with research to determine appropriate grants, liaison with other chapters to assess potential fundraising models, fielding corporate sponsorship requests, soliciting in-kind donations, helping identify event sponsors, as well as providing general assistance in the development and implementation of the organization's fundraising strategy.

Qualifications

- Experience in/willingness to build a comprehensive fundraising strategy from the ground up, including strategy from individuals, foundations, and sponsorships
- Willingness to vision broadly and facilitate this process with fellow board members
- Ability to make strategic organizational decisions
- Ability to foster institutional partnerships, especially as they relate to programming
- Demonstrated ability in relationship-building and stewardship
- Demonstrated ability to execute projects in a timely manner while managing multiple concurrent projects
- Commitment to cultivating a strong, supportive working partnership with a co-chair, playing to each other's strengths and adapting as needed to ensure that the organization's needs are met
- Ability to engage and manage a team of ambassadors and foster their leadership skills to help facilitate the organization's internal leadership pipeline

Co-Director of Ambassador Talent and Recruitment Position Description

YNPN Boston is seeking a highly energetic, driven, and organized individual to serve as our Co-Director of Ambassador Talent and Recruitment. One of the operational keystones of YNPN Boston is our fantastic Ambassador corps who are the engine behind our programs. The Co-Directors of Ambassador Talent and Recruitment manage the annual ambassador recruitment process, lead placement and onboarding for new ambassadors, and conduct formal and informal program assessments. In addition, the Co-Directors of Ambassador Talent and Recruitment facilitate Leadership Team meetings and manage opportunities for ambassadors to network and/or receive professional development. A successful candidate will have an eye for placement and strong follow up capabilities to ensure that a placement is successful both for the organization and for the individual. The Director will have his/her finger on the pulse of the program to ensure high quality of engagement, fill “out of cycle” vacancies, and meeting all other goals of the program.

Qualifications

- Strong organizational and process-oriented skills
- Excellent time management
- Ability to collaborate with a variety of personalities
- Desire to help others find new opportunities to develop skills and develop professionally
- Prior experience managing direct reports preferred
- Prior experience managing efficient recruitment pipelines
- Excellent written and verbal communication skills
- Comfortable facilitating large groups
- Some experience with surveys and data collection helpful
- Proven ability to problem solve on the spot
- Creative approach and energetic enthusiasm to work with the mission of YNPN Boston