

Empowering & Connecting Tomorrow's Nonprofit Leaders



Ambassador 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 YNNP Boston Ambassador Program

YNNP Boston is seeking highly energetic, driven, and organized individuals to serve as Ambassadors on our teams. Ambassadors are key to YNNP Boston and our ability to achieve our goals. While our Board and Senior Leadership Team oversees the strategic direction and management of the organization, Ambassadors carry out the strategic actions in a specific area of the organization; together, Board Members and Ambassadors make it all happen! 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 influential non-profit organizations.

In addition to developing skills specific within a given function, Ambassadors participate in **networking and professional development meetings** and receive **free access to all YNNP Boston events!** Beyond skill-building, our Leadership Team is a network of over 40 like-minded, driven emerging leaders in Boston's nonprofit community! We are all extremely committed to YNNP Boston's mission, as evidenced by the fact that many of our current Board

Members started their tenure at YNPN Boston as Ambassadors. Ambassadors commit to serving a **one-year** volunteer service term on one of the following YNPN Boston teams:

Programming & Events

YNPN Boston's Programming & Events team organizes the logistics and content of monthly strategic networking and professional development events for our members. We're focused on creative and engaging programming, often with participation from our members and partners! Our team oversees the planning and implementation of a variety of event styles, and we work closely together in everything from tracking down venues to mapping out program flow. This a great chance to gain experience in nonprofit event management with a fun, committed team of other young professionals.

Research & Evaluation

Ambassadors on this team will have an opportunity to contribute to quantitative and qualitative research projects and to help advance YNPN Boston's growing research agenda. Examples of previous YNPN Boston research projects include: the 2015 Young Nonprofit Professionals Survey and focus groups with young nonprofit professionals. We'll also continue our work building a data-driven culture across internal teams, providing insights and evaluation spanning our programming and other aspects of YNPN Boston's work.

Fundraising

The YNPN Boston Fundraising Team will focus on two core objectives for 2016. First, we will seek to construct fundraising systems, policies, and materials in conjunction with our relatively recent 501(c)(3) status; then, our team will begin to fundraise publicly through diversified means to reach our annual budget goals. Prospective Ambassadors will gain development experience, but do not necessarily need to have prior experience within fundraising, as we welcome motivated and skilled individuals from diverse backgrounds.

Operations

The Operations Team is integrated into each facet of YNPN Boston, making sure each part has the systems it needs to achieve our collective goals. The Operations Team will tackle developing processes and systems to make the work of the organization run as smoothly as possible, including identifying solutions for enhanced internal collaboration, project management, and internal communications. Folks who will excel with the Operations Team will be extra detail-oriented, but excited to think strategically about the organization's long term needs.

Member Experience

The Member Experience team focuses its efforts on better understanding, connecting with, and serving our members: all young nonprofit professionals in Greater Boston. This year, our team will focus on deepening our understanding of our members in order to enhance our member offerings and strive for broader diversity and intentional inclusion. We will also launch a member database and roll out opportunities for members to become more deeply engaged with

YNPN Boston. Our team will collaborate internally to ensure that member voice shapes the organization's strategic priorities and the facets of our work.

Communications & Marketing

This team oversees external communications for YNPN Boston with a focus on enriching and growing the organization's online presence, spanning everything from event marketing to listserv technical support, and beyond. We manage the YNPN Boston website, blog, and social media channels – developing and curating content, creating graphics, monitoring and responding to interactions from members, maintaining the technical side of these communications channels, and evaluating their reach and effectiveness. We also oversee organizational messaging and branding and create tools and templates to maintain consistent organizational look and voice.

Qualifications

Strong candidates for YNPN Boston Ambassadors will exhibit:

- 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
- Professional, proactive communication skills
- Keen ability to translate ideas into action
- Project management skills, with flexibility to manage projects both independently and collaboratively, and a professional approach in the presence of ambiguity
- Willingness and ability to commit about 10 hours of volunteer service each month within your team and to attend 75% of YNPN events and Leadership Team meetings.
- Interest and aptitude in working and collaborating both in-person and virtually (as an all-volunteer organization, we use Google Apps to drive our work between meetings)
- Willingness to make a financial contribution that is within his/her means

To Apply

Please visit www.ynbnboston.org/apply to fill out an online application **and** please submit your resume to apply@ynbnboston.org! Our priority deadline for applications is March 31, and our final deadline is April 15.

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 Leadership Team.