

# ynpn | BOSTON

young nonprofit professionals network

## **Ambassador Position Descriptions**

### **About YNPN Boston**

Originating in San Francisco, the Young Nonprofit Professionals Network (YNPN) has grown to become one of the nation's largest associations of nonprofit practitioners and supporters. YNPN was named one of the "Top 10 Nonprofits to Watch in 2012" by the Chronicle of Philanthropy. The YNPN movement is led by YNPN National, which is located in Brooklyn, New York, and overseen by a National Board made up of YNPN members from all over the country. Currently, there are over 40 chapters across the United States.

Our local chapter, YNPN 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 Greater Boston by engaging young talent and their organizations in professional development and human capital management practices.

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

### **About the Ambassador Program**

YNPN Boston is seeking passionate, driven, and organized individuals to serve as Ambassadors on our Leadership Team. Ambassadors are key to YNPN Boston and our ability to achieve our goals. While our Board and Senior Leadership Team oversee the strategic direction and management of the organization, Ambassadors carry out strategic actions in specific functional areas. Together, Board Members and Ambassadors make it all happen! This is a great opportunity to develop skills in an area that you haven't fully explored or to contribute your expertise to one of Greater Boston's most influential nonprofits.

In addition to developing skills in specific functional areas, Ambassadors participate in networking and professional development meetings and receive free admission to all YNPN Boston events! Beyond skill-building, our Leadership Team is a network of over 40 like-minded, driven emerging leaders in Greater Boston's nonprofit community! We are all extremely committed to YNPN Boston's mission. In fact, many current Board Members first got involved with YNPN Boston as Ambassadors. Ambassadors commit to serving a one-year volunteer term on one of the following YNPN Boston teams:

### **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.

### Fundraising

In the upcoming year, the Fundraising Team will aim to expand its fundraising efforts through a variety of platforms. Internal and external individual giving strategies will be developed, a formal sponsorship program will be launched, and new opportunities including establishing a professional development fund will be explored. Ambassadors will gain hands-on development experience from the ground up. No previous fundraising experience is required as we welcome skilled and motivated individuals from all disciplines and diverse backgrounds

### Member Experience

The Member Experience team focuses on better engaging and serving our two segments of members: (1) YNPN Boston Leadership Team members and alumni and (2) all young nonprofit professionals in Greater Boston. This year, our team will focus on internal engagement initiatives, building our network of former Leadership Team members, and creating multi-session programs for young nonprofit professionals.

### Operations

The Operations Team is integrated into every facet of YNPN Boston, ensuring that each facet has the systems and processes needed to achieve our collective goals. The Operations Team will develop procedures 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.

### Programming & Events

This team organizes the logistics and content of monthly 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 events, and we work closely together in everything from tracking down venues to mapping out program flow. This is a great chance to gain experience in nonprofit event management with a fun, committed group of young nonprofit 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 to build a data-driven culture across YNPN Boston teams, providing insights and evaluation spanning our programming and other aspects of YNPN Boston's work.

### Talent & Recruitment

Talent & Recruitment Team Ambassadors will be involved in a number of projects focused on talent acquisition and talent management for the YNPN Boston Leadership Team. The Talent & Recruitment Team oversees the Board and Ambassador recruitment process each spring, plans and facilitates Leadership Team onboarding sessions and meetings throughout the year, and provides the Leadership Team with regular professional development opportunities. The Talent & Recruitment team also develops strategies and tools to measure the make-up, experience, and success of the Leadership Team.

### Qualifications

- Clear passion for nonprofit organizations and employees along with a desire to improve the nonprofit sector and to 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
- Ability to dedicate approximately 10-15 hours of volunteer service each month to YNPN Boston and to attend 75% of YNPN Boston meetings and events
- Interest in and comfort 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 within your means

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