



## **Board Member & Senior Leadership Team Member 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 Board of Directors**

YNPN Boston is seeking individuals who are hungry for leadership opportunities and can propel our programs to new heights—highly energetic, driven, and organized individuals to serve on the YNPN Boston Board of Directors. Each Board Member serves a dual-leadership role. The first role is a Board Member, responsible for exercising sound fiscal and legal oversight of the organization. The second role is a Senior Leadership Team Member, who will manage a functional area of the organization and ensure its success. Most of our Senior Leadership Team Members are responsible for managing a team of YNPN Boston Ambassadors, who will assist in executing the team's responsibilities.

This position reports to the YNPN 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 that you haven't fully explored or to contribute your expertise to one of Greater Boston's most influential nonprofits.

In addition to the incredible professional development opportunity that comes with 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 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! Board Members commit to serving a two-year volunteer term, and we are currently recruiting for the following roles:

- Clerk\*
- Co-Director of Communications & Marketing
- Co-Director of Fundraising
- Co-Directors of Member Experience
- Co-Directors of Programming & Events
- Director of Board Talent & Recruitment
- Director of Research & Evaluation

*A position description for each role can be found below.*

\*Please note that only current Board Members are eligible to apply for this position.

#### **Each YNPN Boston Board Member will**

- Demonstrate 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
- Commit to serving a two-year volunteer term in accordance with the organization's bylaws
- Dedicate approximately 20-25 hours of volunteer service to YNPN Boston each month
- Be willing 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.*

### **Clerk\***

#### **Responsibilities**

- Assigns a Board Member to take notes at every board meeting, providing reminders and training if needed
- Sends out updates document before every board meeting, fills out the Executive Committee section, follows up with Board Members until each section is complete
- Within 48 hours of every board meeting, cleans up notes as needed and sends notes to Board Members
- Submits board updates for internal newsletter on a monthly basis
- Serves on the Executive Committee

\*Please note that only current Board Members are eligible to apply for this position.

### **Co-Director of Communications & Marketing**

YNPN Boston is seeking a highly organized, creative, and strategic individual to serve as a Co-Director of Communications & Marketing. The Communications & Marketing Team develops and implements the external communications strategy for YNPN Boston. The Co-Directors oversee a team of Ambassadors, who assist with managing the organization's brand, marketing YNPN Boston events and opportunities, reviewing the content for all external-facing materials, developing graphics, maintaining the website, managing our listserv and social media accounts, and planning and executing long-term projects such as our blog, #npsquadgoals campaign, and more. As the Communications & Marketing Team consistently interfaces with teams across the organization, the Co-Directors need to stay abreast of YNPN Boston internal communications, manage multiple projects simultaneously, prioritize requests and communicate priorities effectively, and have strong relational skills in order to collaborate efficiently across the

organization.

### **Qualifications**

- Skills and experience in planning and execution of marketing and communications activities
- Experience overseeing the design and content of online and print materials
- Experience with social media management and social media campaigns
- Strong verbal and written communication skills
- Willingness to develop and maintain a comprehensive communications strategy for the organization
- Willingness to vision broadly and creatively and to facilitate this process with Ambassadors and Board Members
- Demonstrated ability to execute tasks in a timely manner while managing multiple projects
- Commitment to cultivating a strong, supportive working partnership with a Co-Director, 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, helping facilitate the organization's internal leadership pipeline

## **Co-Director of Fundraising**

YNPN Boston is seeking a highly organized, creative, and strategic individual to serve as a Co-Director of Fundraising. The Co-Directors of Fundraising spearhead the development and implementation of YNPN Boston's fundraising strategy. In collaboration with other Board Members, they identify potential strategies for the organization to build a sustainable fundraising model and consider how individuals, foundations, and events can serve in this model, which will strengthen our ability to achieve our mission. The Co-Directors of Fundraising work with other Board Members to analyze how YNPN Boston's programming, membership, research, listserv, and other work can be maximized towards building this model. They also oversee a team of Ambassadors, who assist with grant research, connecting with other chapters to assess potential fundraising models, fielding corporate sponsorship requests, helping identify sponsors for events, soliciting in-kind donations, and the development and implementation of the organization's fundraising strategy.

### **Qualifications**

- Willingness to develop a comprehensive fundraising strategy from the ground up, including strategies for individuals, foundations, and sponsorships
- Willingness to vision broadly and to facilitate this process with Ambassadors and Board Members
- Ability to make strategic organizational decisions
- Ability to foster institutional partnerships
- Demonstrated skills in relationship-building and stewardship
- Demonstrated ability to execute tasks in a timely manner while managing multiple projects
- Commitment to cultivating a strong, supportive working partnership with a Co-Director, 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, helping facilitate the organization's internal leadership pipeline

## **Co-Directors of Member Experience**

We are seeking two highly energetic and strategic individuals to serve as our Co-Directors of Member Experience. The Co-Directors will lead a team of Ambassadors to increase internal member engagement throughout the Leadership Team, develop an alumni network, and coordinate cohort programming for external member engagement. This role requires collaboration with a variety of teams. The ideal candidate is creative—able to ask and answer complex questions by creatively pooling YNPN Boston’s resources. Given the collaboration required, the ideal candidate has excellent interpersonal and communications skills in addition to being a visionary and unafraid of implementing trial plans.

### **Qualifications**

- Strong organization skills
- Strong systems and process orientation
- Excellent time and project management skills
- Excellent communication skills
- Ability to collaborate with a variety of personalities
- Comfortable managing projects across multiple teams
- Some experience with surveys, focus groups, and data collection helpful
- Commitment to cultivating a strong, supportive working partnership with a Co-Director, 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, helping facilitate the organization’s internal leadership pipeline

## **Co-Directors of Programming & Events**

YNPN Boston is seeking two highly energetic, driven, and organized individuals to serve as our Co-Directors of Programming & Events. The Co-Directors oversee a team of Ambassadors and are responsible for leading the Programming & Events Team in the planning and execution of 1-2 professional development, networking, and fundraising events per month. In collaboration with other Board Members, the Co-Directors will develop an events strategy that positions YNPN Boston both to provide professional development opportunities to our constituents and to fundraise through events. They will also foster partnerships with other organizations to create high quality events that utilize the skills and expertise of local talent.

### **Qualifications**

- Experience planning a variety of events
- Willingness to develop an events strategy from the ground up
- Ability to think strategically about organizational partnerships in relation to programming
- Strong project management skills
- Demonstrated ability to execute tasks quickly and manage multiple projects simultaneously
- Ability to synthesize the professional development needs of Boston’s young nonprofit professionals into engaging programming
- Ability to attend and assist at 1-2 events per month
- Commitment to cultivating a strong, supportive working partnership with a Co-Director, 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, helping facilitate the organization’s internal leadership pipeline

## Director of Board Talent & Recruitment

We are seeking a highly driven and organized individual to serve as our Director of Board Talent & Recruitment. The Director of Board Talent & Recruitment works closely with the Director of Ambassador Talent & Recruitment to manage the annual Leadership Team recruitment process, which includes developing and implementing systems for outreach and recruitment, interviewing, selection, and onboarding, as well as projects related to ongoing talent management of the Leadership Team. In addition, the Co-Directors oversee a team of Ambassadors, who assist with developing and implementing this work. 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 Co-Directors will have their finger on the pulse of the program to ensure high quality engagement, fill “out of cycle” vacancies, and meet all other program goals.

### Qualifications

- Strong organization skills
- Strong systems and process orientation
- Excellent time and project management skills
- Ability to collaborate with a variety of personalities
- Strong verbal and written communication skills
- Comfortable facilitating large groups
- Ability to problem solve on the spot
- Commitment to cultivating a strong, supportive working partnership with a Co-Director, 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, helping facilitate the organization’s internal leadership pipeline
- Experience with recruiting or talent management a plus

## Director of Research & Evaluation

YNPN Boston is seeking a inquisitive, energetic problem-solver to serve as our Director of Research & Evaluation. The Director of Research & Evaluation is charged with conducting surveys across various areas of the organization—internal as well as external. This includes, but is not limited to, post-event surveys, member surveys, including the annual Young Nonprofit Professionals Survey, Leadership Team surveys, and professional development surveys. The Director of Research & Evaluation works with a team of Ambassadors, and with other with others across the organization, to carry out this work. This role requires collaboration across a variety of teams. The ideal candidate has a strong foundation in research methods and tools.

### Qualifications

- Experience with research methods and tools
- Familiarity with nonprofit research and trends in the nonprofit sector
- Ability to think strategically and analytically
- Ability to collect and analyze data and make recommendations based on findings
- Demonstrated ability to execute tasks in a timely manner while managing multiple projects
- Strong organization skills
- Ability to engage and manage a team of Ambassadors, helping facilitate the organization’s internal leadership pipeline