



Board Member & Senior Leadership Team Member Position Descriptions

About YNNP Boston

The Young Nonprofit Professionals Network (YNNP) Boston, was founded in 2007 to provide support and resources for young professionals working in the Greater Boston nonprofit community. 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. We host networking and professional development events to bring nonprofit professionals together and introduce them to Boston-area opportunities. Today, we're connected with over 9,000 users through our Listserv, social media, and events.

YNNP Boston is run by an all-volunteer leadership team comprised of motivated and talented young professionals.

About the Board of Directors

YNNP 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 YNNP 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 YNNP Boston Ambassadors, who will assist in executing the team's responsibilities.

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 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 YNNP 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:

- Board Clerk/Director of Operations
- Board Treasurer/Director of Finance
- Co-Directors of Communications and Marketing
- Co-Director of Fundraising
- Co-Director of Programming and Events
- Director of Ambassador Talent & Recruitment
- Director of Research and Evaluation

A position description for each role can be found below.

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

**Board Co-Chairs are expected to commit ~25 hours a month*

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.

Board Clerk/Director of Operations

YNPN Boston is seeking a driven and organized individual to serve as our Board Clerk/Director of Operations. The ideal candidate is someone who is excited about ensuring we are compliant with our by-laws and upholding the organizational standards of operation. This role will be responsible for the following tasks:

- Assign notetakers for every board meeting and monitor that minutes are cleaned up and sent to Board Members within 48 hrs of every board meeting
- Serve as a member of the Executive Committee* and take meetings notes; communicate high-level updates to the full board
- Develop and maintain yearly calendar of meetings (Board, Leadership Team, retreats, etc.); send event reminders
- Spearhead the onboarding/offboarding process for transitioning Leadership Team members (including, but not limited to management of the Google Drive, Nationbuilder access, etc.) in conjunction with the Talent and Recruitment team
- Keep an up-to-date, organized vendor list and list of accounts related to finances and operations; track log-ins and maintain the integrity of the documents; checks and balances among board member financial responsibilities
- Iterate on training documents for YNPN Boston's technological systems
- Serve as the primary administrator of YNPN Boston's Google account
- Lead and iterate on information & technology security practices and knowledge management at YNPN Boston

**The Executive Committee consists of Board Co-Chairs, Board Clerk, and Board Treasurer, and is primarily tasked with discussing issues pertaining to the sustainability of YNPN Boston and key decision-making in-between board meetings as needed (using our by-laws as a guide). The Executive Committee does not meet regularly but serves an important purpose in that it alone can check the Board's power and approve certain expenditures. As such, the Executive Committee shall meet at its discretion, shifting its priorities and responding to demands as they may arise and as the organization's health and security should dictate.*

Qualifications

- Experience developing and managing operational systems; direct experience with G-Suite a plus
- Ability to think strategically about long-term organizational needs and best practices
- Demonstrated ability to execute and oversee multiple projects in a timely manner
- Creativity and ability to develop organizational infrastructure
- Ability to implement simple technologies to streamline processes and to communicate these processes to various stakeholders
- Impeccable organizational skills
- A strong commitment to and familiarity with equity, diversity and inclusion

Board Treasurer/Director of Finance

YNPN Boston is seeking a collaborative, detail-oriented, and organized individual to serve as our Board Treasurer/Director of Finance. The ideal candidate is someone who is excited about ensuring we are compliant with our by-laws and upholding the organizational standards of operation. This role will hold responsibility for two main organizational areas: financial management of our organization and leading selection committees for funding allocation. This role will be responsible for the following tasks:

- Collaborate with Board Members to create and manage an annual budget
- Partner with the Board Co-Chairs to deliver quarterly assessments of financial and legal health of the organization to the Board on a quarterly basis
- Manage and fulfill reimbursement requests
- File taxes and other legally required documents to state and federal authorities
- Lead selection committees established to make decisions about funding allocation (e.g. YNPN National Conference, Chris Herron Professional Development Fund)
- Ensure that YNPN Boston is tracking and spending funds in line with industry standards and donor intentions
- Serve as a member of the Executive Committee*
- Research and transition the YNPN bank account to a full-service financial institution that meets the financial and operational needs of YNPN

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Qualifications

- Ability to think strategically and long-term about organizational finances, needs and best practices
- Experience developing and managing budgets; direct experience with nonprofit budgets is a plus
- Basic cash management and bookkeeping skills to ensure YNPN Boston's financial integrity
- Demonstrated ability to execute and oversee multiple projects in a timely manner
- Creativity and ability to develop organizational infrastructure
- Impeccable organizational skills
- A strong commitment to and familiarity with equity, diversity and inclusion

Co-Directors of Communications & Marketing

YNPN Boston is seeking two highly organized, creative, and strategic individuals to serve as our Co-Directors of Communications & Marketing. The Communications and Marketing team develops and implements the overall communications strategy for YNPN Boston. The Co-Directors oversee a team of ambassadors, who assist with developing and managing the organization's brand, marketing all YNPN Boston opportunities and events, reviewing the content for all external-facing materials, developing graphics, maintaining and updating the website, managing our listserv, managing all social media accounts, and developing and managing long-term ongoing communications projects such as the Chris Herron Professional Development Fund communications. 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 ongoing projects simultaneously, prioritize requests and communicate their priorities effectively, and have strong relational skills in order to collaborate successfully across the organization.

Qualifications

- Demonstrated skills, knowledge and experience in the design 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 oral and written communication skills
- Experience in/willingness to maintain and continue to build a comprehensive communications strategy for the organization
- Willingness to vision broadly and creatively and to facilitate this process with ambassadors and fellow board members
- 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 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 is a 501(c)(3), and the Co-Directors of Fundraising spearhead development and execution of the organization's fundraising strategies. In collaboration with other members of the YNPN Boston Board, the Co-Directors of Fundraising identify

potential strategies for YNPN Boston to build a sustainable funding model and consider how all facets of giving (individuals, grants, events, etc.) can contribute to a fiscally responsible, inclusive, and successful plan. As funds clearly contribute to 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. The Co-Directors of Fundraising also oversee a team of Ambassadors who assist with research to determine appropriate grants, field and solicit corporate sponsorship requests, solicit in-kind donations, help identify event sponsors, as well as provide 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 strategies for 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
- 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-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 and foster their leadership skills to help facilitate the organization's internal leadership pipeline

Co-Director of Programming & Events

YNPN Boston seeks a highly energetic, driven, and organized individual to serve as our Co-Director of Programming & Events. The Co-Director oversees a team of Ambassadors and is responsible for leading the team in the planning and execution of one professional development, networking, and/or fundraising events per month from September to June. In collaboration with other Board Members, the Co-Director will develop an events strategy that positions YNPN Boston both to provide professional development opportunities to our constituents and to fundraise through events. The Co-Directors 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 Ambassador Talent and Recruitment

YNPN Boston is seeking a highly energetic, driven, and organized individual to serve as our new 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 Director of Ambassador Talent and Recruitment manages the annual recruitment process with the Director of Board Talent and Recruitments, leads placement and onboarding for new ambassadors, and conducts formal and informal program assessments. In addition, the Director of Ambassador Talent and Recruitment facilitates Leadership Team meetings and manages 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 their 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
- A strong commitment to and familiarity with equity, diversity and inclusion

Director of Research and Evaluation

YNPN Boston is seeking an inquisitive, energetic, problem-solving individual to serve as our Director of Research and Evaluation. The Director will be charged with conducting surveys across various areas of the organization, internally and externally. This may include membership surveys (including a Young Nonprofit Professional Survey), internal team surveys, Professional Development surveys, and more. The Director of Research works with a team of Ambassadors, as well as with others with other board members and teams across the organization, to carry out this work. This role will require collaboration across a number of various teams, often collaborating to design and implement research models and methods for various initiatives. The ideal candidate is a problem solver and has a foundation and interest in research methods and tools. Given the collaboration required of this role, the ideal candidate will have excellent communications skills and is able to work with a number of different personalities.

Qualifications

- Experience with research methods, systems, and tools

- Familiarity with nonprofit research and trends in the nonprofit sector
- Ability to think strategically and analytically
- Ability to sift through data and make recommendations based on findings
- Demonstrated ability to execute and oversee multiple projects in a timely manner
- Impeccable organizational skills
- Ability to engage and manage a team of ambassadors and foster their leadership skills to help facilitate the organization's internal leadership pipeline
- A strong commitment to and familiarity with equity, diversity and inclusion