



## **Board Treasurer/Director of Finance**

### **Overview**

The Young Nonprofit Professionals Network (YNPN) 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.

YNPN Boston is run by an all-volunteer leadership team comprised of motivated and talented young professionals; our Board Members oversee the organizational efforts of YNPN Boston and work in collaboration with each other and teams.

Each Board Member will:

- Serve a 2 year term, in accordance with our by-laws.
- Dedicate 20-25 hours per month to YNPN Boston-related activities, work, and management, including 2-4 evening meetings per month (telephone/zoom; in-person when NOT in COVID).
- Be asked to make a financial contribution that is within their means.

Many of our Board Members also lead a team of Ambassadors, who serve 1 year terms focused on carrying out strategic action in a specific area of the organization. Together, Board Members and Ambassadors make it all happen. *Note: This role does not require supervising a team of Ambassadors but does involve extensive collaboration across the Board and Leadership Team.*

### **Position Description and Responsibilities**

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 primarily hold responsibility for financial management of our organization. This role will be responsible for the following tasks:

- Hold an Officer position on the Board
- 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
- 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

*\*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 meets monthly and 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**

- 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

### **Additional Information**

Each member of YNPN Boston's 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 and stewarding the mission of YNPN Boston. The second of these roles is a Senior Leadership Team Member, who will engage in strategic management and appropriate delegation of a functional area of the organization (as designated), and take responsibility for its success.

This position reports to the Board Chair of YNPN Boston and will require close collaboration with leadership across the organization.

### **To Apply**

Please submit your resume and short statement describing your interest and qualifications for this position (no longer than one page) to Shivangi Shah (sshah@ynpnboston.org).