



Overview: Recruiting for Board & Senior Leadership Roles for YNPN Boston

About YNPN Boston

The Young Nonprofit Professionals Network (YNPN) Boston, established in 2007, is dedicated to fostering the growth and success of young professionals within the Greater Boston nonprofit sector. Our mission revolves around cultivating a robust and impactful nonprofit community by actively involving young talents and their organizations in strategic development, human capital management practices, and entrepreneurial initiatives. Through a range of networking and professional development events, we aim to unite nonprofit professionals, introducing them to Boston-area opportunities and providing a platform for collaboration. Today, we're connected with over 9,000 users through our listserv, social media channels, and events to drive innovation and sustainability in the nonprofit sector.

YNPN Boston is currently wrapping up a strategic planning process that will clarify the direction of our organization over the next several years. As a result of this process, at the beginning of the next Board term year, the organization will be in an exciting period of capacity building and entrepreneurship as the team works together to implement a strategy focused on better reaching our intended audience and providing opportunities that matter and achieve impact.

YNPN Boston is run by an all-volunteer leadership team of motivated and talented young professionals. As a result of the strategic planning process, some of these positions' descriptions will evolve over the next year or two as our Board structure is aligned to better meet our operational needs. A current description of each open position can be found below.

Application Link:

<https://www.cognitofrms.com/YoungNonprofitProfessionalsNetworkBoston/YNPNBostonBoardAndAmbassadorApplication2024>

About the Board of Directors

YNPN Boston is seeking passionate and organized individuals—who are eager for evolving leadership opportunities and are interested in implementing a new strategic plan—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 of the fully volunteer organization, who will lead and 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 drive the planning and execution of the team's responsibilities. These positions report to the YNPN Boston Board Co-Chairs and will require close

collaboration with leadership across the organization.

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!

Our Leadership Team is a network of more than 30 like-minded, emerging leaders in Greater Boston's nonprofit community. Board Members commit to serving a two-year volunteer term.

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 & Senior Leadership Team Member Expectations

As a YNPN Boston Board Member, I 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 and support a transition period for their replacement
- Support the ongoing strategic and budgetary processes within the organization
- Dedicate an average of 5 hours per week to YNPN Boston-related activities, work, and management.
 - *Note: Depending on your team, some times may be more or less busy than others at different times in the year, and you remain responsible for proactively collaborating with other teams during their busy periods as well.*
- Serve as board member (governing) and senior leadership team member (managing):
 - Board Member - Exercise sound, responsible fiscal and legal oversight of the organization and steward the mission of YNPN Boston
 - Senior Leadership Team Member - Engage in strategic oversight, appropriate delegation, and people/project management of a functional area of the organization (as designated) and take responsibility for its success as part of the overall strategy of the organization
- Make every attempt to attend the following, which take place in the evenings:
 - Monthly board meetings (1.5-2 hours)
 - Quarterly Leadership Team meetings and socials (2 hours)
 - Monthly YNPN Boston events (1-2 hours)
- Communicate in a timely manner if I cannot complete a task or attend a meeting or event
- Make an annual gift at a level that is meaningful to me (suggested range: \$50 to \$100)
- Respond to all YNPN Boston-related emails within 48 hours
- Represent YNPN Boston to the Greater Boston community (and beyond!)
- Be a team player in supporting the [mission](#) of YNPN Boston

Most Board members manage a team of Ambassadors. As an Ambassador manager, I will:

- Plan and facilitate monthly team meetings with my Ambassadors
- Provide project management and ensure the work completed by my team aligns with organizational goals
- Invest in the leadership and professional development of my Ambassadors

My 5 hours per week dedicated to YNPN Boston could include but may not be limited to:

- Participating in the meetings and events listed above
- Meeting and/or communicating with the Co-Chair who oversees and supports my team
- Meeting and/or communicating with my Co-Director (if applicable) regarding team projects and priorities
- Planning and facilitating monthly meetings for ambassador team (if applicable)
- Managing my Ambassador team (if applicable) by providing oversight and support of their work, assessing their experience, and providing them with ongoing professional development
- Communicating with other Leadership Team members regarding projects and collaboration efforts

In return, YNPN Boston will:

- Be understanding of busy lives
 - Give timely notice for important dates
 - Support you in your professional and personal growth
 - Connect you to professional development opportunities and a network of peers
 - Provide free admission to all YNPN Boston professional development events
 - Provide you with opportunities to practice new skill sets
 - Challenge you to think critically and strategically
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2024 - Open Positions

Board Co-Chair (2 openings)

The YNPN Boston Co-Chairs ensure the organization’s Board of Directors fulfills its responsibilities in governing YNPN Boston as a 501(c)(3) nonprofit organization and manages the Senior Leadership Team’s oversight of the functional areas of the organization. The Board Co-Chairs partner with the rest of the Board, Ambassadors, and other stakeholders to help the organization achieve its mission.

In addition to fulfilling the Board Member responsibilities, the Board Co-Chairs have the following responsibilities:

- Provide the Board with leadership, vision, and direction
- Meet with Board Members to ensure their activities align with the organization’s strategic plan, mission, and vision
- Partner with the Director of Finance to deliver monthly or quarterly assessments of financial and legal health of the organization to the Board
- Collaborate with Director(s) of Fundraising for revenue generation as appropriate and foster a culture of giving within the organization
- Collaborate with Executive Committee* and Director of Operations to develop agenda for Board meetings and retreats, and reach out to Board in advance for agenda items and updates
- Facilitate or delegate facilitation of Board meetings and retreats
- Help guide and mediate Board actions with respect to organizational priorities and governance
- Oversee organizational strategy and ensure Board participation in strategic planning and implementation
- Proactively seek, develop, and manage relationships and communications with funders, partners, and additional stakeholders
- Co-Chair the Executive Committee, including planning and facilitating committee meetings
- Ensure the organization’s commitment to a diverse Leadership Team that reflects the sector
- Foster a culture of collaboration, empowerment, and transparency throughout the organization
- Represent YNPN Boston as spokesperson at events and other activities
- Build and maintain relationships across organizations working to improve talent and effectiveness in the nonprofit space
- Provide additional capacity and support to teams through vacancies or as needed

Qualifications

- Demonstrated passion for, commitment to, and deep understanding of the YNPN Boston mission and the ability to articulate the organization’s mission and vision
- Experience leading and managing a team of individuals to execute on stated goals and objectives
- Experience working collaboratively to engage and manage teams with diverse viewpoints toward buy-in for mission-aligned vision and outcomes
- Interest in and/or experience with shared leadership and commitment to cultivating a strong, supportive working partnership with a colleague or partner, playing to each other’s strengths, and adapting as needed to ensure the organization’s needs are met
- Experience with developing and implementing outcomes metrics
- Excellent listening, written, and oral communication skills
- Knowledge of fundamental organizational financial management principles

- A proactive and highly responsive communication style and the ability to inspire, motivate and support volunteers in an entrepreneurial and largely virtual environment
- Deep, proven involvement in Boston's nonprofit community
- A strong commitment to and familiarity with equity, diversity, and inclusion

**Formally, the Executive Committee consists of Board Co-Chairs, Director of Operations, and Director of Finance, 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). In recent terms and through vacancies, the Executive Committee has included additional representation and leadership from more senior members of the Leadership Team. 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 may shift its priorities and respond to demands as they arise and as the organization's health and security should dictate.*

Director of Finance/Board Treasurer (1 opening)

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 curious about - and committed to - ensuring we are compliant with our by-laws and upholding the organizational standards of operation. This role will hold responsibility for financial management of our organization (including an annual budgeting process and ongoing financial reporting and requests).

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 (or monthly) 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*

Qualifications

- Experience developing and managing financial systems
- Familiarity with - or interest in - nonprofit fiduciary commitments, including tax filings
- Ability to think strategically about long-term organizational needs and best practices
- Impeccable organizational skills
- A strong commitment to and familiarity with equity, diversity and inclusion

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Director of Ambassador Talent and Recruitment (1 Opening)

YNPN Boston is seeking an enthusiastic, dedicated, and organized individual to serve as our Director of Ambassador Talent and Recruitment. The Director of Ambassador Talent and Recruitment manages the annual recruitment process of up to 30 ambassadors (alongside the Director of Board Talent and Recruitment), assesses and supports mission-critical engagement of Ambassadors, leads placement and onboarding for new ambassadors once or more per year, and manages a team of up to four Ambassadors who support the work of the Talent and Recruitment team. In addition, the Director of Ambassador Talent and Recruitment facilitates quarterly Leadership Team meetings and manages opportunities for ambassadors (and the full LT) to network and/or receive professional development, as well as participate in YNPN internal and external initiatives. A successful candidate will utilize documents and data from prior recruitment cycles, identify opportunities for improvement and growth, and will continue to strengthen the recruitment process. They will be creative in ways to recruit volunteers and will provide excellent talent management to existing volunteers.

Desired qualifications include

- A strong commitment to and willingness to familiarize with equity, diversity, and inclusion, including in recruitment and talent management practices
- Strong project management skills, systems and process orientation, and organized
- Capacity and capability to engage and manage a team of volunteer Ambassadors
- Desire to co-implement programming in support of team member professional development and engagement
- Comfortable with or willingness to learn facilitation of meetings for groups of up to 50 people
- Commitment to cultivating a strong, supportive working partnership with a Co-Director, playing to each other's strengths, and adapting as needed to ensure the organization's needs are met
- Prior experience with recruitment and talent management of volunteers, students, employees, etc. preferred

Director of Board Talent & Recruitment (1 Opening)

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. The Director of Board Talent & Recruitment, in collaboration with the Board Co-Chairs, will focus on board talent development and engagement, including proactively identifying and addressing gaps in capacity, capability, and engagement among teams. In addition, the Director will oversee a team of Ambassadors alongside the Director of Ambassador Talent and Recruitment, who support the talent and recruitment work. The Director 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.

Desired qualifications include

- A strong commitment to - and preferably familiarity - with equity, diversity, and inclusion, including in recruitment and talent management practices
- Strong project management skills, systems and process orientation, and organized
- Capacity and capability to engage and manage a team of volunteer Ambassadors
- Desire to co-implement programming in support of team member development and engagement

- Comfortable with, or willing to learn, facilitation of meetings for groups of up to 50 people
- Commitment to cultivating a strong, supportive working partnership with a Co-Director, playing to each other's strengths, and adapting as needed to ensure the organization's needs are met
- Prior experience with recruitment and talent management of volunteers, students, employees, etc. preferred

Co-Director of Programming & Events (1 opening)

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 and one networking event per quarter 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 and networking opportunities to our constituents and to fundraise through events (ticket sales). 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 including maintenance of an events calendar confirming the event commitment for each quarter
- 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 quarter (may occasionally be 1-2 per month depending on partnerships and need)
- 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 (1 Opening)

We are seeking a highly organized, creative, and strategic individual to serve as our Board's Director of Fundraising. In collaboration with other members of the Board and Senior Leadership Team, the Director of Fundraising will support the improvement of existing – and the development of new – fundraising strategies to contribute to a sustainable funding model for YNPN Boston. Current funding streams include individual giving, event and/or corporate sponsorships, and in-kind donations. To ensure effectiveness and cross-team collaboration, this position will also support strengthening and enhancing internal systems and processes as they relate to fundraising. In partnership with a Co-Director of Fundraising, this position will oversee a team (comprised of approx. 2-4 Ambassadors), who will assist with sponsorship research and outreach, development of an annual impact report, leading internal and external individual giving campaigns, and/or providing general assistance in the development and implementation of YNPN Boston's fundraising strategy.

Desired qualifications include

- Familiarity with nonprofit development – experience with building and/or sustaining a comprehensive fundraising strategy is a plus
- Willingness to vision broadly and collaborate with a Co-Director of Fundraising and fellow board members on improving fundraising strategies and internal processes
- Demonstrated ability in relationship-building, management, and stewardship
- Demonstrated ability to execute projects in a timely manner while managing multiple concurrent projects
- Ability to engage and manage a team of Ambassadors to foster leadership skills, and help facilitate the organization’s internal leadership pipeline

Co-Director of Research and Evaluation (1 Opening)

YNPN Boston is seeking an individual to serve as the Co-Director of Research and Evaluation. The Research & Evaluation (R&E) team is responsible for conducting surveys, analyzing and reporting on survey results, and managing research projects across various areas of the organization, internally and externally. Surveys may include event surveys to gauge attendees, internal surveys to our leadership team and external surveys to broader feedback from the nonprofit community. The Co-Director of Research and Evaluation will lead and work with a team of ambassadors, as well as work with another Co-Director of R&E, other board members and teams at YNPN Boston, to carry out this work. The ideal candidate has an interest and some experience in research methods and tools, and can apply a data-driven lens to resolve problems. Given the collaboration required of this role, the ideal candidate will have excellent communications skills, project management expertise, and the ability to work with a number of different personalities.

Desired qualifications include

- Experience with research methods, systems, and tools
- Familiarity with nonprofit research and trends in the nonprofit sector
- Ability to sift through data and make recommendations based on findings
- Strong organizational and project management skills, including the ability to execute and oversee multiple projects in a timely manner
- Ability to manage and engage a team of ambassadors, foster their leadership skills and help facilitate the organization’s internal leadership pipeline
- A strong commitment to and familiarity with equity, diversity and inclusion

Co-Director of Communications & Marketing (2 Openings)

YNPN Boston is seeking a highly organized, creative, and strategic individual to serve as a Co-Director of Communications & Marketing. 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, and managing our listserv and social media. As the C&M team consistently interfaces with teams across the organization, the Co-Directors must be able to navigate internal communications (Slack and email), manage multiple projects simultaneously, and prioritize requests and communicate priorities effectively.

Desired qualifications include

- Experience with communications and/or marketing practices and systems at an organization or freelancing
- Strong verbal and written communication skills

- Strong project management skills and proven ability to meet deadlines
- Commitment to cultivating a strong, supportive working partnership with a Co-Director
- Ability to manage and engage a team of Ambassadors, helping facilitate the organization's internal leadership pipeline