



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 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://forms.gle/o3Syq4GUUEWHqucQ8>

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



2025 - Open Positions

Board Chair (1 Opening)

Position Description and Responsibilities:

The YNPN Boston Chair ensures 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 Chair partners 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 Chair has 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 agendas 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
- 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
- Collaborate and provide mission-driven leadership to VP of Engagement and VP of Programming
- Facilitate effective collaboration across all teams and ambassadors.
- Cultivates and maintains a workplace environment that seamlessly incorporates Equity, Diversity and Inclusion (EDI) principles into all organizational culture, practices and policies.

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
- Experience working on a multidisciplinary team
- Knowledge of effective leadership styles
- Supervisory experience preferred

***The Executive Committee consists of the Board Chair, VP of Engagement, VP of Programming, Director of Operations, and Director of Finance. The Executive Committee meets monthly to review and guide the organization's health, operations, and strategic positioning. It adapts its priorities to align with the evolving needs of the organization and to foster a culture that supports our long-term objectives*

Vice President for Engagement (1 Opening)

Position Description and Responsibilities:

The YNPN Vice President for Engagement (VPE) oversees the organization's Talent and Recruitment, Fundraising, and Equity, Diversity, and Inclusion (EDI) teams. This role will provide strategic vision and leadership to enhance board and ambassador recruitment and engagement, strengthen fundraising efforts, and foster an inclusive and equitable organizational culture. The VPE serves as a member of the executive leadership team and reports directly to the Board Chair. This role will be responsible for the following tasks:

- Develop and execute an engagement strategy that aligns with the nonprofit's mission and objectives.
- Serve as a key advisor to the Chair, collaborating with executive committee members to drive organizational success.
- Strategic decision-maker guided by mission-driven values and a deep commitment to the organizational goals
- Collaborate with Director(s) of Fundraising for revenue generation as appropriate and foster a culture of giving within the organization
- Supervise and provide strategic direction to the Talent & Recruitment, Fundraising, and Equity, Diversity, & Inclusion teams, including regular meetings with each team and the larger engagement group.
- Cultivates and maintains a workplace environment that seamlessly incorporates Equity, Diversity and Inclusion (EDI) principles into all organizational culture, practices and policies.
- Oversee recruitment and engagement strategies for board members and ambassadors
- Lead the Fundraising team in developing and executing comprehensive fundraising strategies.
- Provide strategic leadership in fostering an inclusive, equitable, and diverse board.
- Promote cross-functional collaboration to ensure alignment between leadership and various teams within the board.
- Offer additional support and capacity to teams during 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 providing strategic oversight to multiple teams with diverse goals
- 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

- Deep, proven involvement in Boston's nonprofit community
- A strong commitment to and familiarity with equity, diversity, and inclusion
- Experience developing fundraising strategies
- Experience working on a multidisciplinary team
- Knowledge of effective leadership styles
- Supervisory experience preferred

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Director of Operations (1 Opening)

Position Description and Responsibilities:

YNPN Boston is seeking a driven and organized individual to serve as our Director of Operations. This pivotal role ensures our organization runs smoothly and also offers opportunities to lead initiatives that drive innovation and organizational impact. The ideal candidate is someone who is excited about ensuring compliance with our by-laws and upholding the organizational standards of operation. This role will be responsible for the following tasks:

- Assign notetakers for board meetings and ensure that minutes are cleaned up and sent to Board Members in a timely manner
- Serve as a member of the Executive Committee* and take meetings notes; communicate updates to the full board, as needed
- 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 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
- Iterate on training documents for YNPN Boston's technological systems
- Serve as the primary administrator of YNPN Boston's Google account, acting as the Super Admin responsible for overseeing and managing access, organizing structure, and maintaining the security and efficiency of Google Suite
- Manage the organization's knowledge sharing and utilization, and develop and refine information and technology security practices
- Cultivates and maintains a workplace environment that seamlessly incorporates Equity, Diversity and Inclusion (EDI) principles into all organizational culture, practices and policies.

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Qualifications:

- Experience developing and managing operational systems; direct experience with G-Suite a plus

- Ability to think strategically about long-term organizational needs
- Demonstrated ability to execute and oversee multiple projects in a timely manner
- Creativity and ability to develop, maintain, and improve organizational infrastructure
- Ability to implement technologies to streamline processes and to communicate these processes to various stakeholders
- Strong organizational and executive functioning skills
- A strong commitment to and familiarity with equity, diversity and inclusion

Director of Equity, Diversity, & Inclusion (1 Opening)

Position Description and Responsibilities:

YNPN Boston is seeking a Co-Director of Equity, Diversity, & Inclusion (EDI). The Co-Director of EDI provides technical assistance and consultation to the YNPN Boston organization and its sub-teams on EDI related practices. This position will also collaborate with specific teams to incorporate EDI practices into their work. Prior EDI Directors have also led training internally. This role will be responsible for the following tasks:

- Regular assessment of YNPN Boston's policies and practices to ensure better alignment with the EDI vision as well as recommend strategies for improvement
- Innovate additional opportunities to promote EDI core values throughout the organization
- Develop annual EDI goals and support YNPN Boston and the various sub-teams in achieving these goals
- Develop and facilitate internal trainings on EDI related topics
- Cultivates and maintains a workplace environment that seamlessly incorporates Equity, Diversity and Inclusion (EDI) principles into all organizational culture, practices and policies.

Qualifications:

- Understanding of and deep commitment to equity, diversity and inclusion
- Ability to assess and evaluate EDI practices, norms, culture, systems and make suggestions for improvement
- Strong ability to facilitate trainings and deliver presentations
- Strategic thinker and comfortable with designing and implementing new processes, setting directions and vision in the face of complexity and ambiguity
- Ability and willingness to engage meaningfully in uncomfortable conversations
- Awareness of own social identity and privilege

Director of Research and Evaluation (1 Opening)

Position Description and Responsibilities:

YNPN Boston is seeking an individual to serve as the Director of Research and Evaluation and will be 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 Director of Research and Evaluation will work closely with the VP of Strategy and will support board members across the organization to support a variety of initiatives. 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
- Cultivates and maintains a workplace environment that seamlessly incorporates Equity, Diversity and Inclusion (EDI) principles into all organizational culture, practices and policies.

Co-Director of Programming & Events (2 Openings)

Position Description and Responsibilities:

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 the entire Leadership team, the Co-Directors 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 foster partnerships with other community organizations and individuals to create high quality events that utilize the skills and expertise of local talent and showcase the variety of neighborhoods within Greater Boston.

Desired qualifications include:

- Experience planning a variety of events such as panels, networking mixers, volunteering, etc.
- Willingness and ability 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
- Demonstrated ability to delegate & execute tasks quickly and manage multiple projects simultaneously
- Ability to synthesize the professional development needs of Boston's young nonprofit professionals into engaging programming
- Must be available to attend, set up and assist at 90% of the events within the event calendar year
- 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 help facilitate the organization's internal leadership pipeline
- Cultivates and maintains a workplace environment that seamlessly incorporates Equity, Diversity and Inclusion (EDI) principles into all organizational culture, practices and policies.