



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://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

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2026 - Open Positions

Director of Finance / Treasurer (1 Opening)

Position Overview & 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
- 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 Recruitment & Engagement (2 Openings)

Position Overview & Responsibilities:

We are seeking a highly driven and organized individual to serve as our Co-Director of Talent & Recruitment. We typically bring in new Leadership Team (Board Members and Ambassadors) members twice per year, once in the spring and again in the fall. The Director of Board Talent & Recruitment works closely with the Engagement Team to:

- Manage the Leadership Team recruitment process, which includes developing and implementing systems for outreach and recruitment, interviewing, selection, and onboarding for both Board Members and Ambassadors
- In collaboration with the VP of Engagement, support board talent development and board engagement events to encourage and support ongoing Leadership Team engagement
- Develop an updated onboarding plan for new Leadership Team members
- Advertise open positions on Listservs, job board, external organization websites, etc. to bring attention to our postings, and working with the Programming Team to post on social media
- Fill “out of cycle” vacancies as needed outside of the typical spring and fall recruitment processes to fill vacancies and/or respond to a need for more roles
- Interview candidates, recommend and present new members to the Board, and support the onboarding process
- Support YNPN Boston’s alumni engagement strategy

Qualifications

- A strong commitment to - and preferably familiarity - with equity, diversity, and inclusion, including in recruitment and talent management practices
- Strong systems and process orientation
- Excellent time and project management skills, and highly organized
- Strong project management skills with experience around multi-month collaborative processes
- Ability to identify gaps in capacity and capability among teams, with support of Board leadership
- Ability to proactively identify and address low engagement among team members
- Strong verbal and written communication skills
- Prior experience with recruitment, interviewing, and talent management of volunteers, students, employees, etc. preferred
- Commitment to cultivating a strong, supportive working partnership with the fellow Co-Director
- 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 Fundraising (1 Opening)

Position Description and Responsibilities:

We are seeking a highly organized, creative, and strategic individual to serve as one of the co-directors of the Fundraising team. In collaboration with other members of the Board and the Senior Leadership Team, the Directors 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. The co-directors 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 the Vice President for Engagement and fellow co-Director of Fundraising, and 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
- 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.

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