



## **Position Description: Boston Cares Associate Board Member**

**Overview:** Boston Cares partners with nonprofits and schools to expand their impact by mobilizing diverse people to collaboratively address our community's critical needs.

Founded in 1991, Boston Cares has mobilized people to provide over 1.3 million hours of service to the Greater Boston community addressing education and economic opportunity gaps, providing basic daily needs, connecting community members, and more. Our primary programs include our Hands At Work corporate engagement services providing customized project management for 60+ companies annually; our signature Calendar program engaging over 4000 individuals in flexible volunteer opportunities; and our Allies for Immigrants program providing English language tutors to immigrants. In 2022, we're rolling out a new strategic plan focusing on impact, equity, and the role volunteerism can play in building strong, resilient communities.

We, as Boston Cares, endeavor to have a board and staff that reflect the diversity of the communities we serve. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people of color, multilingual, multicultural, and LGBTQ+ people and people of all economic backgrounds from Boston and the surrounding communities. As an organization, we will continuously strive to create an inclusive environment where everyone feels welcome and supported.

Learn more at [www.bostoncares.org](http://www.bostoncares.org).

**Position Summary:** The Boston Cares Associate Board (AB) actively supports the Board of Directors and works closely with Staff around the goal of raising our public profile in Boston and the surrounding communities and helping us make measurable progress towards clearly defined strategic goals around fundraising, marketing and programming. We are seeking bright, motivated, and dedicated leaders committed to furthering Boston Cares' mission and strategic plan through hands-on initiatives. Members will work closely with the Board of Directors and Staff and will have the opportunity to develop skills that prepare them for opportunities in nonprofit organizations and/or Board of Director positions. AB members meet year-round, and membership typically lasts several years.

AB members work to reinforce the strategic direction set by the Board of Directors by:

- Serving on a Board of Directors Committee and providing hands-on contributions to the work of that Committee (e.g. Diversity, Equity and Inclusion; Governance; Grants; Marketing & Development; Strategy & Impact)

- Attending monthly Board Committee meetings and Board of Directors meetings
- Reinforcing Boston Cares' existing connections and tapping into more diverse networks
- Expanding awareness and working connections with key influencers in government, nonprofit and corporate leadership, media, and philanthropy
- Proclaim Boston Cares' mission, vision, and values through active participation and membership (versus simply being an intermediary or referral source)
- Developing materials and messaging to effectively communicate Boston Cares mission and role
- Review materials and attend training as needed to represent Boston Cares in external settings

Additionally, AB members will:

- Serve for a fixed term (2 years) with possible renewal
- Meet an annual \$250 "Give or Get" goal
- Be, or become, Boston Cares members

**Qualifications:**

- Interest and experience in one or more of the following areas: Diversity, Equity, and Inclusion; Governance; Grants; Marketing & Strategy
- Strong communication and cross-functional skills, with the ability to engage, listen and collaborate with various teams from strategy through execution
- Strong written and verbal communication skills
- Ability to work with a diverse range of stakeholders
- Strong time management and organizational skills, with the ability to manage and prioritize multiple, competing priorities

**Questions? Email [boardapps@bostoncares.org](mailto:boardapps@bostoncares.org)**