

Position Description: Boston Cares Associate Board Member

About Boston Cares

Overview: Boston Cares' mission is to partner 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 provided over 1.5 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 30 + companies annually; our signature Calendar program engaging over 8,000 individuals in flexible volunteer opportunities; and our Allies for Immigrants program providing English language tutors to immigrants. Our strategic plan focuses on impact, equity, and the role volunteerism can play in building strong, resilient communities.

We believe that these communities must be centered in the work we do. Hence, we strongly encourage and welcome applications from candidates from diverse backgrounds, and all applications will be reviewed in accordance with our Nondiscrimination Policy. As an organization, we will continuously strive to create an inclusive environment where everyone is welcome and feels supported.

Learn more at www.bostoncares.org.

Role of the Associate Board

The Boston Cares Associate Board 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 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.

Key Responsibilities

Associate Board members work to reinforce 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 & Fundraising; Marketing & Strategy)
- Attending monthly Board Committee meetings and bimonthly 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
- Championing 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
- Reviewing materials and attending training as needed to represent Boston Cares in external settings

Additionally, Associate Board 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 & Fundraising; Marketing & Strategy
- Strong communication and cross-functional skills, with the ability to engage, listen and collaborate with various teams from strategy through execution
- 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

How to Apply

To apply, please fill out an application. The link to the application is available at www.bostoncares.org/board. We accept applications annually in the late Summer through early Fall. New members will begin their Board Service the following January.

Questions?

For more information or if you have any questions, please reach out to us at boardapps@bostoncares.org.