



### **Position Description: Boston Cares Board of Directors**

If you are interested in helping to shape the work and advance the mission of Boston Cares, serving on the Board of Directors may be a great fit for you. Previous board experience is not a requirement, and diverse candidates are encouraged to apply.

### **About Boston Cares**

Boston Cares mobilizes and trains individual and corporate volunteers who strengthen communities and improve the lives of people in need. We partner with schools, nonprofits, and corporations to offer innovative initiatives that are community responsive, impactful, and sustainable.

Boston Cares is the largest volunteer agency in New England, an Innovation Hub within the global Points of Light network, and a leader in the volunteer engagement sector. Our year-round programs and seasonal signature service events engage adults, children and teens and corporate partners who annually serve 70,000+ hours at almost 200 schools and nonprofits in Boston and the surrounding communities. Since 1991, the Boston Cares community has generated over 1 million hours of service.

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 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](http://www.bostoncares.org).

### **Role of the Board**

Board members are responsible for providing oversight of the organization and assisting with the implementation of program goals and initiatives. A dedicated Board member is one who is willing to share their time, expertise, skills, experience, resources, and networks. Our ideal Board member is one who is enthusiastic about community engagement, strategic thinking and planning, fundraising, financial stewardship, and leadership. The Board works closely with Boston Cares staff and the Associate Board to drive initiatives forward and offer high-level direction.

### **Key Responsibilities**

As a member of the Board of Directors, you will be responsible for the following:

- Ensuring effective organizational leadership
- Overseeing board and fund development
- Leading strategic planning efforts
- Promoting the sustainability and growth of Boston Cares

- Advancing the organization's mission throughout the communities we serve
- Working collaboratively with fellow members to provide fiscal oversight and oversee the direction and performance of the Executive Director
- Engage with one or more of Boston Cares' committees, focusing on specific issues like diversity, equity and inclusion, governance, marketing, etc.

### **Qualifications**

- Prior leadership experience, either at work or in your community. Examples include managing staff, serving on a municipal committee, leading a volunteer project, or serving on another board.
- Prior civic engagement experience. Examples include volunteering with Boston Cares or another non-profit organization, membership with civic/social/professional organizations, contributing time to serve your community, or organizing mission-based efforts.
- Skills or expertise that can be contributed, either directly or through your network, to further Boston Cares' work. Examples include operations, marketing, finance, information technology, or event planning.
- Minimum of five years of cumulative experience pertaining to the above qualifications (leadership, civic engagement, and skills development)
- Willingness and ability to promote the mission of Boston Cares and expand the organization's network and reach, with a particular emphasis on fundraising
- Comfortable and willing to discuss important issues around race and equity

### **How to Apply**

Board members are selected on a rolling basis. To apply, please fill out an application [here](#).

### **Questions?**

For more information or if you have any questions, please reach out to Sara Hamilton, Executive Director, at [shamilton@bostoncares.org](mailto:shamilton@bostoncares.org) or 617.422.0910 x203.