

## **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**

**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 rolled 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 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**

To apply, please fill out an application. The link to the application is available at [www.bostoncares.org/board](http://www.bostoncares.org/board). We are accepting applications in Fall of 2024 for new members who will begin their Board service in early 2025.

### **Questions?**

For more information or if you have any questions, please reach out to us at [boardapps@bostoncares.org](mailto:boardapps@bostoncares.org).