



## *Friends of the Children-Boston Young Professionals Board*

Winter 2018

**Purpose:** The *Friends of the Children-Boston* Young Professionals Board (*Friends-Boston* YPB or YPB) is a group of young professionals dedicated to building a community of *Friends of the Children-Boston* (*Friends-Boston*) supporters. *Friends-Boston* YPB members volunteer, provide financial support, and raise awareness within their networks about the impact of long-term, professional mentoring on proven-risk youth to break the cycle of generational poverty.

**Mission:** The *Friends of the Children-Boston* Young Professionals Board is a group of socially conscious and dedicated young professionals serving to further the mission of *Friends-Boston*. Specifically, the *Friends-Boston* YPB strives to:

- Serve in a fundraising capacity for *Friends-Boston* by tapping into personal networks across the Boston community and beyond.
- Create events to support and heighten awareness about *Friends-Boston*'s overall mission.
- Increase the volunteer base of *Friends-Boston* among young professionals.
- Provide an opportunity for young professionals to develop their philanthropic leadership skills.
- Create a networking and social environment for young professionals.
- Prepare young professionals for eligibility to serve on the board of directors.

### YPB COMMITTEES

**Membership:** Oversees all aspects of recruitment and cultivation of existing member relationships. Schedules and leads interview sessions of prospective members and works collaboratively with the Events Committee to host recruitment, networking, and membership growth opportunities.

**Events:** Supports the board's fundraising activities by planning and executing all events, including the YPB's signature annual event. Responsibilities also include the determination of sponsorship needs and the upholding of YPB relationships with supporters and fundraising partners.

**Mentorship:** Coordinates activities for YPB members to volunteer with *Friends-Boston* staff, Friends, and Achievers.

**Marketing:** Advertises and markets all events, engages the community through online social networking, and submits information to all media outlets in a timely manner. This committee also will help build awareness of the *Friends-Boston* YPB and *Friends of the Children-Boston* in general.

### GOVERNANCE

The YPB is led by two co-chairs, each nominated by the Director of Development of *Friends-Boston* and confirmed by a majority vote of the other existing YPB members. Co-chairs define and execute the strategy of the YPB and are expected to serve two-year terms. Elected in similar fashion, the YPB also has a Treasurer, who has all financial responsibilities of the Board, as well as a Clerk, who is responsible for all YPB documentation, including meeting minutes. Each YPB Committee is led by a chair or two co-chairs, each expected to hold at least one-year terms.

### EXPECTATIONS & RESPONSIBILITIES

- Members make a two-year commitment, with the option to extend annually beyond that.

- Financially support *Friends of the Children-Boston* by raising at least \$500 every 12 months from the time membership begins. Individual giving, personal purchases of event tickets, and donations made by others sourced by that individual all count toward that individual's \$500 support requirement.
- Attend at least 80% of YPB meetings held throughout the year, either in person or via telepresence.
- Plan, market, and execute events hosted by the YPB. Generate attendance among personal and professional network for events.
- Attend two YPB events per year. A purchase of a minimum of two tickets per event is encouraged.
- Help develop new fundraising opportunities for *Friends-Boston* in partnership with the *Friends-Boston* staff. Where needed, aid *Friends-Boston* in securing auction/raffle items and sponsorships for events.
- Build a knowledge base and awareness of *Friends of the Children Boston's* mission, programs and opportunities to the young professional networks.

### MENTORSHIP OPPORTUNITIES

As organized by the Mentorship Committee, members of the YPB can directly support Achievers throughout the year. Examples of further opportunities for involvement include:

- Volunteering at or attending Friends-Boston throughout the year such as the Friend Raiser, Breakfast with Friends, Turkey for Families, Gingerbread Party, Alex's Lemonade Day, and Open Houses at Friends.
- Hosting or attending a Brunch with Friends or Cocktails with Friends.
- Coordinating a Backpack (school supplies) and Friends Drive at your workplace or in your community.
- Volunteering at *Friends of the Children*, e.g., sorting clothes and toys during the holidays, helping deliver turkeys to families, office clean-up or participating in other volunteer programs.

To learn more, contact Stacy DellOrfano, Director of Development, at (617) 983-3682 ext. 12, or by email at [stacy@friendsboston.org](mailto:stacy@friendsboston.org)



*FRIENDS OF THE CHILDREN-BOSTON*  
YOUNG PROFESSIONALS BOARD JOB DESCRIPTION

### IDEAL CANDIDATES

The *Friends-Boston* Young Professionals Board (*Friends-Boston* YPB) is seeking motivated professionals who are willing to promote, raise awareness, and fundraise for *Friends-Boston's* mission. Members will be required to meet an annual fundraising amount, attend scheduled meetings, and help plan and execute events.

### APPLICATION PROCESS

1. Submit completed application to Stacy DellOrfano at [stacy@friendsboston.org](mailto:stacy@friendsboston.org)
2. Participate in phone interview with the Chair(s) of the Membership Committee and a member of the *Friends-Boston* staff

*\* Our Young Professionals Board officially launched in August 2017. We are currently accepting new board members.*

### LENGTH OF TERM

Two-year, renewable terms dependent on member's ability to meet expectations of the role, outlined above.

### BENEFITS

- Unique opportunity to directly impact the only organization in Massachusetts dedicated to serving Boston's highest risk youth for 12.5 years no matter what
- Give back by supporting an organization doing important work
- Network with other young professionals
- Develop your professional and leadership skills
- Gain a deeper knowledge and understanding of the nonprofit sector
- Exposure to *Friends-Boston* leadership team & Board members through the Friend Raiser, breakfast/lunch events and Open Houses; guest speakers at YPB meetings
- Engage your friends in the cause through YPB events
- Have fun!