What is the Volunteer Leadership Team?

The Volunteer Leadership Team (VLT) is a coalition of diverse leaders who sit on one of our four volunteer boards: Board of Directors, Inclusion, Diversity & Equity Advisory Board, Associate Board or Program Advisory Board. They serve as our strongest ambassadors and bring their passion, time, dedication and skills to advance our work. The level of commitment and responsibility of VLT members vary, but all are integral to the success of our chapter.

The VLT is comprised of four volunteer boards:

- **Board of Directors** - Governing body of the nonprofit; fiduciaries who steer the organization towards a sustainable future through strong governance, financial management and fundraising. By invitation only.

- **Associate Board** - Operational board composed of young professionals and graduate students; supports staff in leading critical initiatives (e.g. recruitment, summer programs, development, mentoring sessions).

- **Inclusion, Diversity, Equity Advisory Board (IDEA)** - Advisory board composed of young professionals and graduate students; promotes a culture of inclusion for all members of the MMB community regardless of their unique cultural identifiers. We believe in the urgency of this work and the need for a specific focus within our organization’s leadership structure.

- **Program Advisory Board** - Advisory board composed of experienced educators, counselors and nonprofit professionals; consults directly on our programming and college advising services. By invitation only.

How Can You Apply?

Recruitment for new leaders on the Associate and IDEA Boards for the 2021-2022 program year begins on Monday, April 12th. The VLT Spring 2021 Recruitment Packet provides descriptions of the open roles, including position requirements, time commitments and relationships managed. **Please complete your application via google form by 11:59 PM on Monday, May 10th.**

Joining this selective cohort of leaders is an excellent way to gain operational experience at a non-profit and develop your professional skills, while giving back to your community in a meaningful way. We hope you consider bringing your talents to the VLT!
Volunteer Leadership Team: Spring 2021 Recruitment Packet
Open roles on the Associate Board and IDEA Board

**Associate Board**

**Team Lead for the Sophomore Class (4 Open Positions)**

**Position Description:**
The Sophomore Program is of integral importance to the overall mission of Minds Matter as it is the entry point for most mentees and mentors to our program. The Team Leads for the Sophomore Class will each be in charge of leading a group of 11-13 Sophomore mentees and their respective mentors through the Saturday session curriculum and activities. We have found that the Team Lead position is the most important (and loved) leadership role as it is the one with the most direct service to students.

The Sophomore Team Leads work with the Program Associate & Director of Programs to monitor student performance. In addition, the Sophomore Team Leads work with the Director of Summer Programs and their section’s Summer Program Manager throughout the summer program application process, ensuring that all sophomore mentees are admitted to and attend a best fit summer program. The Team Leads for the Sophomore Class will not be required to design the Saturday session curriculum, but will have the ability to provide input on the curriculum if they choose. This position reports to the Program Director.

*This role is NOT open to current mentors in the class of 2022 or 2023.*

**Position Requirements & Responsibilities:**
- Orient new mentees and mentors to Minds Matter’s expectations, culture and values.
- Carry out Saturday session activities and curriculum.
- Distribute weekly reminders with session agenda and program announcements.
- Participate in weekly Team Lead calls, two Team Lead Retreats, and quarterly check-ins with Team Lead Coaches.
- Ensure adherence to program policies and procedures including team attendance at Saturday Sessions, 48-hour responses to Minds Matter leadership via email, etc.
- Assist in coordination of communication, information, and tracking at the individual mentor/mentee level.
- Represent team and individual mentor/mentee needs and communicate issues to Program Associate.
- Excellent organizational, communication, and follow-through skills.
- Able to serve as a positive role model to mentors and mentees.
- Plan two team-building events during the program year (one for the fall and one for the spring).
- Enthusiastic and able to motivate and engage volunteers and students!

**Relationship Management:**
- Works closely with other Sophomore Team Lead(s) for consistency across the Sophomore sessions.
- Works closely with Summer Programs Managers to help guide students through program and financial aid application processes.
- Works closely with Program Associate to monitor student performance and adherence to program policies.
Time Commitment:

- 11:00 am - 1:00 pm on Saturdays during the school year (September – May).
- If a Sophomore Team Lead cannot attend, a replacement Associate Board member or mentor must be organized and prepared to lead the session. Team Leads will be responsible for securing this individual and connecting them with the Director of Programs for session prep.
- Additional 2 hours of commitment during the week (Lesson review and prep, and team communication)
- Preference will be given to applicants who can commit to staying for 2-3 years with class.

The workload will be spread evenly throughout the year.
Director of Mentee Recruitment (1 Open Position)

Position Description:
The Director of Mentee Recruitment is responsible for ensuring that Minds Matter has a selective incoming cohort of high-caliber, eligible students. The Director of Mentee Recruitment oversees the full mentee recruitment cycle and manages a team of two Mentee Recruitment Managers. This position collaborates with the Program Manager to determine the recruitment strategy & timeline for the year.

Position Requirements & Responsibilities:
- Two years of experience as a Mentee Recruitment Manager required.
- Excellent organizational skills; the Director is responsible for managing an application process that typically involves 100-150 applications for ~50 sophomore and 10 junior spots within the program.
- Work with the Program Manager to develop and implement a mentee recruitment strategy, starting at the end of December to set up for the following spring cycle.
- Collaborate with Program Manager to train Mentee Recruitment Managers.
- Plan general information sessions, “Super Day” of mentee interviews, admissions decisions, and mentor / mentee pairing process.
- Bandwidth to help Program Manager field questions from guidance counselors, students, and guardians (as needed).
- Strong tracking abilities; some knowledge of SFDC reports is preferred, but not required.
- Enthusiastic and able to motivate high school students!

Time Commitment:
- 1-2 hours per week December - January to collaborate with the Program Manager on a strategy for the following year.
- 3-4 hours per week February - May assisting with mass email drafts, reports, fielding questions, reviewing applications, and interviewing prospective students.

The workload is heavily concentrated between February - May during the spring recruitment cycle.
Manager of Mentee Recruitment (2 Open Positions)

Position Description:

Managers of Mentee Recruitment plan an integral role in the student recruitment process. Managers help select our new class of brilliant students by serving as readers and interviewers during the selection process. This role reports to the Director of Mentee Recruitment.

Position Requirements & Responsibilities:

● Excellent organizational skills and high attention to detail.
● Responsible for assisting with an application process that typically involves 100-150 applications for ~50 sophomore and 10 junior spots within the program.
● Lead the application review process & “Super Day” of mentee interviews with the Director of Mentee Recruitment, This “Super Day” will be held in May.
● Enthusiastic and able to motivate high school students!

Time Commitment:

● 4-5 hours in April reading applications and going through the application review process to select interviewee slots.
● 4-5 hours in May interviewing students during “Super Day” of mentee interviews.

The workload is heavily concentrated between April - May during the spring recruitment cycle.
Director of Development (1 Open Position)

Position Description:
The Director of Development works closely with the Executive Director to develop an annual fundraising strategy and drive new revenue streams for the organization. The Director of Development manages a team of five Development Managers who support fundraising campaigns throughout the year. This role reports to the Executive Director.

Position Requirements & Responsibilities:
● Two years of experience in fundraising/development required.
● Excellent organizational, communication, and analytical skills.
● Ability to act as a public representative of Minds Matter of Boston and build and maintain relationships with donors.
● Motivated and driven to share Minds Matter’s mission to inspire others to contribute to its financial success.
● Familiarity with the program’s operations and ability to convey accurate information to current and prospective donors.
● Lead bi-monthly meetings with the Development Team.
● Self-starter; ability to brainstorm and lead new fundraising initiatives.
● Leverage donor analytics to inform stewardship and future campaigns.

Time Commitment:
● 15-25 hours per quarter.

The workload of the Director of Development is evenly distributed throughout the year.
Development Manager (5 Open Positions)

Position Description:
The Development Managers are responsible for supporting the organization’s fundraising efforts and generating income for the program. The Development Managers lead the annual Holiday Drive and support other fundraising initiatives such as the Spring Soiree, Driving For Change @ Lynx and other smaller events. The Managers work with the Director of Development and the Executive Director to develop and drive new revenue streams for the organization. This position reports to the Director of Development.

Position Requirements & Responsibilities:
● Excellent organizational, communication, and analytical skills.
● Motivated and driven to share Minds Matter’s mission to inspire others to contribute to its financial success.
● Self-starter; ability to brainstorm and lead new fundraising initiatives.
● Established professional network.
● Attend bi-monthly Development Team meetings.
● Plan 2-3 small fundraising events per fiscal year.
● Solicit donations during the EOY appeal and sponsorships for Spring Soiree.

Time Commitment:
● 15-25 hours per quarter.

The workload of the Development Manager is evenly distributed throughout the year.
Director of Summer Programs (1 Open Role)

Position Description:
The Summer Program Director oversees the summer program application and financial aid processes. The Summer Program Director manages a team of eight Summer Program Managers (SPM) in the sophomore and junior classes. The position also acts as the principal liaison to National School Captains (representatives from other Minds Matter chapters) and the admissions offices of our key summer programs. This role reports to the Program Manager.

*This role is NOT open to current mentors in the class of 2022.*

Position Requirements & Responsibilities:
● Two years of experience as a Summer Program Manager.
● Historical knowledge of MM summer partner programs preferred.
● Excellent organizational skills are an absolute requirement.
● Strong communication skills; the Summer Program Director is responsible for interfacing with numerous parties both within and outside of Minds Matter of Boston.
● Attendance at all sessions is required during the “busy season.”
● Lead all Summer Program team debrief meetings and SPM trainings.
● Enthusiastic and able to motivate volunteers and students!

Time Commitment:
● 11:00 am - 2:00 pm on Saturdays during the “busy season” (November - February); time frame includes session (11:00 am - 1:00 pm) and Summer Program team debrief meetings (1:00 pm - 2:00 pm).
● 2 additional hours per week outside of session (November - May).
● 2 hours per month during the summer to check-in on mentees via email, phone, or Zoom at their summer programs (June-August).

The workload is heavily concentrated between November and March, the height of the summer program application season.
Manager of Summer Programs (4 Open Sophomore Positions & 4 Open Junior Positions)

**Position Description:**
The Summer Program Managers (SPM) act as the principal liaison between an assigned team of sophomores or juniors and the Summer Programs Director. The Summer Program Managers are responsible for organizing and tracking the flow of all summer program applications in their team and ensuring that 100% of those mentees have a best fit summer program plan in place. The Summer Program Managers work closely with the Summer Programs Director, the Team Lead, and the Program Manager. This is a direct service role that gives you the opportunity to build relationships with a group of mentees and their respective mentors! This role reports to the Summer Programs Director.

Four Managers are responsible for the Sophomore class (split into four teams/sections) and four Managers are responsible for the Junior class (split into four teams/sections). Please specify which position you are applying for in your application.

*This role is NOT open to current mentors in the class of 2022.*

**Position Requirements & Responsibilities:**
- Excellent organizational skills are a requirement, as this position involves tracking the status of up to 40-60 student applications simultaneously.
- Strong email communication, including flexibility to respond to time-sensitive matters; responsible for following up with mentees and mentors outside of Saturday sessions on deadlines, progress, application submissions, etc.
- Attendance at all sessions is required during the “busy season” but may be less than 100% in the beginning of the program year.
- Work with the Summer Programs Director and the Program Manager to facilitate two summer program trainings (one kick-off training in the fall and one “know before you go” training in the spring).
- Enthusiastic and able to motivate volunteers and students!

**Time Commitment:**
- 11:00 am - 2:00 pm on Saturdays during the “busy season” (November - February) and other select Saturdays throughout the school year.
- 1-2 additional hours per week outside of session managing applications and communicating with mentees and supporting parties (November - May).
- 2 hours per month during the summer to check-in on mentees via email, phone, or Zoom at their summer programs (June-August).

The workload is heavily concentrated between November and March at the height of the summer program application season. November is spent educating mentors and mentees on various summer programs and the application process in general and setting the infrastructure to best manage the application flow later in the program year.
Co-Director of Metrics (2 Open Positions)

Position Description:
The Director of Metrics is responsible for tracking KPIs related to programming and fundraising for Minds Matter Boston. The Director of Metrics will review and administer the BOY, mid-year, and EOY surveys, and prepare a summary of results for the staff. The Director of Metrics will also work closely with the Director of Development to review and analyze fundraising campaigns and donor engagement. They will also work with the Director of Programs to review program efficacy and support with ongoing projects. These roles report to the Director of Programs.

Position Requirements & Responsibilities:
● Excellent analytical skills, experience with Salesforce and Microsoft Excel required.
● Excellent organizational and communication skills.
● Familiarity with the program’s operations and ability to convey accurate information to current and prospective donors; experience as a mentor is preferred.
● Self-starter.
● Enthusiasm and commitment!

Specific Position Deliverables:
● Annual Mentor & Mentee Demographic Reports
● Annual Organizational Success Report
● YOY KPI Fundraising Dashboard
● Annual Mentee Academic Results Report

Time Commitment:
● 25 hours per quarter.

The workload of the Director of Metrics is evenly spread out throughout the year.
Volunteer Engagement Manager (1 Open Position)

Position Description:
The Volunteer Engagement Manager is responsible for growing the sense of community between the volunteers of Minds Matter Boston. The Volunteer Engagement Manager will develop, plan, and attend events for mentors and the Volunteer Leadership Team. This position reports to the Program Manager.

Position Requirements & Responsibilities:
- Design and execute small events/activities throughout the program year for all mentors and Volunteer Leadership Team.
- Self starter; ability to conceive of new, fun activities for mentors and Volunteer Leaders with all interests.
- Passion for event planning and strong organizational skills.
- Enthusiastic and vibrant; ability to rally other folks and get them excited about attending events, networking with new people!
- Connector; attend events and help foster connectivity by introducing volunteers to one another.
- Post weekly on slack to spur discussions.
- Post weekly on Programming Website re: upcoming events and other interactive, virtual initiatives (e.g. “College of the Week” feature for mentors).
- Ability to attend virtually all events planned.

Relationship Management:
- Collaborate with the Program and Development Associate to create a calendar of events.
- With help of Team Leads, identify “Social Ambassadors” in each team who will encourage other members to attend events; work with mentors in each of the classes to develop event ideas and solicit feedback.

Time Commitment:
- 1-2 hours per week planning and coordinating events during the program year.
- 2-3 hours per month attending events - can be after Saturday sessions or other times throughout the week / weekend.

The workload will be distributed evenly throughout the program year.
Student Engagement Manager (1 Open Position)

Position Description:
The Student Engagement Manager is responsible for growing the sense of community between the mentees of Minds Matter Boston. The Student Engagement Manager will develop, plan, and attend events for mentees & mentors to connect outside of Saturday sessions. This is a student-facing role and gives you the opportunity to connect with our incredible students in a fun and exciting way! This position reports to the Program Manager.

Position Requirements & Responsibilities:
● Design and execute small events throughout the program year for mentees and mentors; collaborate with Program Coordinator as needed to design large scale events.
● Self starter; ability to conceive of new, fun activities for mentees with all interests.
● Passion for event planning and strong organizational skills.
● Enthusiastic and vibrant; ability to rally young people and get them excited about attending events and participating in activities.
● Connector; attend events and help foster connectivity by introducing mentees to one another.
● Ability to create an inclusive environment and ensure that all students (outgoing and shy alike!) feel welcomed.
● Ability to attend virtually all events planned.

Relationship Management:
● Collaborate with the Program Manager to schedule a calendar of events and activities.
● With help of Team Leads, identify “Student Ambassadors” in each team to encourage mentees to attend events and build a sense of community; work with Team Leads to develop event ideas and solicit feedback from students.

Time Commitment:
● 1-2 hours per week planning and coordinating events during the program year; includes 1 hour monthly meetings with Program Manager from August - May.
● ~ 2-3 hours per month attending events - most events should take place after Saturday sessions or Sunday afternoons.

The workload will be distributed evenly throughout the program year.
Director of Mentor Recruitment (1 Open Position)

Position Description:
The Director of Mentor Recruitment is responsible for overseeing the full mentor recruitment process. The Director of Mentor Recruitment ensures that Minds Matter has an incoming cohort of qualified, passionate mentors for our growing body of students. The Director of Mentor Recruitment works with the Program Manager to execute a strategy for the recruitment cycle and then leads a team of six Mentor Recruitment Managers who are directly responsible for interviewing a caseload of applicants.

Position Requirements & Responsibilities:
● One year of experience in the Mentor Recruitment Manager role required.
● Excellent organizational skills – oversee 150+ applications.
● Strong managerial skills -- will lead one of the largest volunteer teams on the Associate Board.
● Collaborate with the Program Manager to lead & facilitate Mentor Recruitment Training for Managers.
● Lead bi-weekly calls with Mentor Recruitment Managers from June-August.
● Collaborate with the Program Manager and the Director of Mentee Recruitment to effectively pair mentors and mentees.
● Work with the Program Manager to develop and implement a mentor recruitment plan, starting in January to set up for the following school year.
● Enthusiastic and passionate about Minds Matter!

Time Commitment:
● 5 hours per week leading team calls and qualifying candidates during "recruiting season" (May through September).
● 1-3 hours per week during the second half of the year to prepare a strategy for the following year.

The workload is heavily concentrated between June and August, when most mentors are recruited.
Manager of Mentor Recruitment (6 Open Positions)

Position Description:
The Managers of Mentor Recruitment are responsible for selecting the incoming class of Minds Matter Boston mentors. The Managers drive the recruitment process by reading written applications, conducting individual phone screenings and ultimately assessing each applicant’s candidacy for the program. The Managers also help build the recruitment pipeline by responding to inbound interest from potential mentors and actively soliciting new mentor candidates by establishing partnerships with graduation institutions, local corporations and young professional networks. The Managers work closely with the Director of Mentor Recruitment and the IDEA to ensure mentor coverage across the program. This role reports to the Director of Mentor Recruitment.

Position Requirements & Responsibilities:
● Ability to act as a representative of Minds Matter Boston to prospective mentors; must be enthusiastic and knowledgeable about the program.
● Collaborate with the Director of Mentor Recruitment and Program and Development Associate to conduct outreach for new mentors via email and social media platforms.
● Excellent organizational skills – managers must handle many moving pieces during recruitment cycle and a caseload of interviewees throughout the summer.
● Flexibility of schedule during weekdays (from June - September) to manage the mentor recruitment and qualification process (e.g. reaching out to potential partners, coordinating and conducting phone interviews, sending follow-up to prospective mentors).
● Collaborate with the Mentee Recruitment Team and the Program and Development Associate during the mentor-mentee matching process to successfully pair mentees and co-mentors.

Time Commitment:
● 10-15 hours per week interviewing and qualifying candidates during the recruitment cycle (June through September).

The workload is heavily concentrated between June and September, when most mentors are recruited.
Manager of Alumni (3 Open Positions)

Position Description:
The Managers of Alumni are the main points of contact for all former mentees of Minds Matter and oversee their continued engagement with the program. This position tracks mentee progress throughout college with the goal of gathering feedback on how well Minds Matter prepared them for college and maintaining an up-to-date college graduation rate. This position presents an opportunity to have a meaningful impact on the design of a comprehensive Alumni Program, which is currently in early stages with room for growth and improvement. This position reports to the Program Associate.

Position Requirements & Responsibilities:
- Design and administer the End of Year Senior Survey.
- Design and administer the Annual Alumni Survey.
- Maintain the mentor and mentee alumni databases.
- Expand the Minds Matter Boston LinkedIn network with targeted outreach.
- Oversee Ambassador/Coaching program by identifying current MMB college students at high-volume MMB alum schools and pairing them with current seniors attending those colleges the summer before freshman year.
- Develop content for bi-monthly alumni newsletter (source job/internship opportunities, alumni features, opportunities for alums to engage at Saturday sessions, scholarships available to college students, etc.).
- Organize and host various alumni gatherings for former mentees and mentors during school breaks.
- Work to expand the current alumni support network through development of curriculum for mentees to maintain contact with mentors after graduation for continued mentoring, finding internships, re-applying for financial aid, and more.
- Send updates to alumni with information on scholarship opportunities for current college students, resources on how best to utilize their college career centers, and other advice.
- Strong organizational and communication skills.

Time Commitment:
- Attend monthly meetings with Program and Development Associate.
- Attendance at some 11:00 am - 1:00 pm Saturday sessions throughout the year.
- 10-15 hours per quarter.

The workload is evenly spread throughout the year.
Manager of College Guidance (3 Open Positions)

Position Description:
The Managers of College Guidance will support Senior students and mentors through the college application and financial aid processes. They will work hand in hand with Senior Team Leads to monitor students progress and help them stay on track to meet their various college admissions goals. The Manager of College Guidance will attend Saturday sessions throughout the fall semester, working with triads to identify and troubleshoot concerns. They will lean on College Guidance Advisors for specific content knowledge and/or seek out additional resources to best support their caseload of students.

*This role is NOT open to mentors in the class of 2022 or 2023.*

Position Requirements & Responsibilities
● Experience in college advising preferred, but not required.
● Strong follow through and attention to detail.
● Work with the Team Leads and mentor/mentee triads to understand application timeline & process.
● Provide individualized support to triads; hold frequent check-ins to provide recommendations for next steps as well as focus areas (college list, personal statement, financial aid, etc.) based on student progress.
● Track check-in notes to ensure alignment among team members.
● Collaborate with Team Leads as they identify trends or red flags related to deadlines and the application process.
● Reach out to College Guidance Advisors for content knowledge/advising support as needed.
● Collaborate with MMB staff to identify new resources for students as they arise.
● Excellent organizational and communication skills.

Time Commitment:
● 11:00-1:00 on most Saturdays in the fall with a few additional Saturdays in the spring (mainly the months of January and April).
● 1-2 hours per week outside Saturday sessions to review caseloads and identify next steps with concerns or questions.
Inclusion, Diversity & Equity Advisory Board Members (7 Open Positions)

Position Description:
The Inclusion, Diversity & Equity Advisory Board is responsible for advancing Minds Matter Boston’s efforts to create an internal and external culture that values, represents, and honors diversity in our program and our communities. The board will assist in promoting a culture of inclusion for all members of the MMB community regardless of their unique cultural identifiers. It will also develop a strategy to recruit, retain, support, and promote the inclusion and advancement of people of color and volunteers from underrepresented backgrounds.

Position Requirements & Responsibilities:
- Enhance mentor and leadership diversity through targeted recruitment (March-August).
- Help foster meaningful dialogue between members of Minds Matter to encourage critical awareness and respect for each other.
- Create content for Saturday sessions on equity, diversity & inclusion topics; organize influential members of the community to speak at Saturday sessions.
- Advise Minds Matter Boston leadership on best practices for ensuring our organization is a safe and inclusive environment for all participants, then help to execute any recommended changes to policies or procedures.
- Review any and all members’ concerns that pertain to diversity and inclusion issues and representation aiming to diffuse potential biases.
- Attendance at monthly board meetings.
- Strong organizational and communication skills.

Relationship Management:
- Collaborate across the Associate Board and with the Director of Programs to incorporate issues related to equity, diversity, and inclusion into relevant content for Saturday sessions.

Time Commitment:
- Attendance at some Saturday sessions from 11:00 am - 1:00 pm throughout the year.
- 15 hours per quarter outside Saturday sessions.

The Board’s workload will be spread evenly throughout the year, with a slight increase in the spring to help with senior pre-college sessions and summer program training.