Application for Cambridge Women’s Center Board of Trustees

Founded in 1971, The Cambridge Women’s Center, which is the oldest community center for women in the country. The Center provides a supportive community space open for all women by offering opportunities for empowerment, learning, healing, trauma, support, and understanding. We operate a helpline for emotional support and resource referrals, classes varying from financial planning to yoga, as well as access to a computer lab, kitchen, library, and a wide range of support groups. All our services are free. The Center welcomes all women, and many women who are low-income and/or homeless rely on the Center for a safe space. Many of our members are survivors of intimate partner violence, childhood sexual abuse, and/or sexual assault. We have three paid full-time staff positions: Co-Director of Development and Outreach, Co-Director of Administration and Operations and Co-Director of Programs and Services, over 150 volunteers, five members of the Board of Trustees, and an annual budget of approximately $270,000.

We are in a period of growth and change and are seeking to increase our organizational budget and develop a stronger strategic plan for long-term success of the Cambridge Women’s Center.

The Women’s Center Board of Trustees is responsible for the organization’s vision, goals, policies, finances, and staffing. Trustees have the following responsibilities:

- Management and oversight over all property, affairs and funds of the Center.
- Planning of long-term strategic goals and vision for the Center.
- Creation and revision of personnel policies, hiring, oversight, evaluation and support of the staff.
- Support for fundraising initiatives.
- Facilitation of communication among the Board, staff, members, and community.
- Committee assignments include Finance, Human Resources, Evaluation, Strategic Planning, and Fundraising.

We are seeking candidates with the following characteristics:

- Strong commitment to the mission of the Center.
- Willing to make a commitment of at least 10 hours per month, including attending at least 80% of monthly Board meetings.
- Experience or education in human services, non-profit governance, community organizing, law, tax and finance, fundraising, and/or human resources.

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• Experience in anti-racism, gay/lesbian/bisexual/transgender, disability rights, and/or other social justice movements.
• Prospective members will be expected to meet individually with two Board members and attend two one hour open-session Board meetings where prospective members will have the opportunity to talk with the entire Board.
• The Women’s Center is committed to maintaining a Board reflecting the diversity of the women we serve. Women of color, immigrants, trans women, and women with disabilities are strongly encouraged to apply.

For more information please email: judy@cambridgewomenscenter.org.

Please submit a resume and cover letter responding to the following questions to judy@cambridgewomenscenter.org:

1. How did you hear about the Women’s Center? Do you have any past or current involvement with the Center?

2. Why are you interested in joining the Women’s Center Board of Trustees?

3. What skills and/or strengths would you like to bring to the Board?

4. Please tell us anything else that you would like us to know about you. What questions do you have about the Women’s Center or about being on the Board?

5. The following is a list of areas for which the Board has some or all responsibility.

Please explain what sort of experience you have or why you have a strong interest in these areas:

• Fundraising
• Supervision / Human Resources / Personnel
• Community outreach / Publicity / Media work
• Financial planning or management
• Legal
• Diversity development
• Board development
• Strategic planning
• Other

The Women's Center is a 501(c)(3) tax-exempt non-profit organization (Federal I.D. #23-7131753)
Thank you for your interest in the Cambridge Women’s Center!

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