



YEP-Triangle NC's Executive Board Position Descriptions

Co-President (2 Roles Available)

Vice President of Communications & Marketing

Vice President of Development & Partnerships

Vice President of Finance & Operations

Vice President of Membership (2 Roles Available)



Co-President (2 Roles Available)

Specific responsibilities for this position include:

- Maintaining awareness of ongoing work and activities to ensure timely completion of tasks
- Facilitating or designating a facilitator for Executive Board meetings
- Ensuring that agendas, meeting minutes, and other documentation are distributed to the Executive Board in a timely manner
- Working with the VP of Communications & Marketing to maintain consistent messaging in internal and external communications throughout the organization and oversees major public communications
- Overseeing organization-wide strategic planning (including ongoing planning, monitoring and evaluation)
- Being signatory on behalf of the Executive Board for financial and legal purposes

Time commitment: 8-10 hours per month



Vice President of Communications & Marketing

Specific responsibilities for this position include:

- Being point person on the majority of communications to YEP-Triangle NC members
- Developing strategies to build and/or expand YEP-Triangle NC's "brand" through web-based and print-based materials (e.g., website, social media, one-pagers, quarter cards, emails to other listservs, potential advertising)
- Working with President to maintain consistent messaging in internal and external communications throughout the organization
- Managing content and organization of bi-weekly YEP-Triangle NC newsletter
- Overseeing website content and updates Developing and implementing a social networking strategy (e.g., Facebook, LinkedIn, Twitter, Idealist.org)
- Cultivating and expanding relationships with press Managing press clips and tracking YEP-Triangle NC visibility and impact With VP of Development & Partnerships, developing YEP expansion strategy and overseeing the implementation of that strategy

Time commitment: 6-10 hours per month



Vice President of Development & Partnerships

- Researching potential partners and funders
- Seeking out local partners and/or funders for both general support and for support of specific activities/events (e.g., grants, major gifts, in-kind donations)
- Cultivating and coordinating relationships with potential partners and funders
- Supporting the annual plan and annual survey process
- Developing annual development strategy with a goal of ensuring YEP-Triangle NC's events are co-sponsored and/or under-written, as needed
- With VP of Communications & Marketing, developing YEP expansion strategy and overseeing the implementation of that strategy

Time commitment: 6-10 hours per month



Vice President of Finance & Operations

- Providing oversight to ensure that YEP-Triangle NC provides accurate and timely financial reports
- Maintaining an annual calendar of reporting deadlines for both tax and grants/contracts and ensuring that all reports have been filed
- Reviewing comparisons of financial statements with budgeted amounts
- Reporting the financial condition/position quarterly to the Leadership Team
- Receiving, tracking and coordinating reimbursements
- Keeping accurate, up-to-date financial records
- Maintaining YEP-Triangle NC's checking account
- Maintaining YEP-Triangle NC's petty cash account

Specific Skills Preferred:

- Proficiency with Excel (required)
- Accounting or finance background (preferred)

Time commitment: 6-10 hours per month



Vice President of Membership & Programming (2 positions available)

Specific responsibilities for this position include:

- Being an involved member of the YEP-Triangle NC Executive Board who is engaged in YEP-Triangle NC's central planning
- Maintaining invitations and attendance lists for YEP-Triangle NC events
- Coordinating the development, management, marketing and evaluation of membership, including the correspondence and systems associated with membership
- Overseeing the membership database including entering, updating and maintaining membership data
- Conducting, analyzing and providing reports on membership data and surveys
- Developing and monitoring strategies and programs to increase membership and implementing these strategies and programs, including encouraging members to participate in YEP-affiliated social networking
- Establishing the calendar of events for each year Planning, designing and/or overseeing, at a minimum, monthly events aligned with the mission and vision of YEP-Triangle NC (in response to members' interests) including developing program/content for events, arranging space and logistics, budget, guest speakers, etc.
- Managing volunteers at YEP-Triangle NC events (e.g., ensures registration is staffed)

Time commitment: 6-10 hours per month