VOLUNTEER OPPORTUNITIES
Winter/Spring 2021

New/Immediate Opportunities
Help strengthen our resources during these uncertain times

- **Current Projects** – Lead and/or assist in development, research and implementation of new projects:
  - Investigate opportunities for WFBoston to have virtual info sessions (suburbs, schools, universities, companies, sports teams, foundations, clubs)
  - Assist in our exciting new program – Her Board Hub – with a great group of women
  - Create, procure and order WFBoston swag for our 2021 events
  - Help manage our volunteer team
  - Create a volunteer application for our website
  - Create a system to measure and collect total volunteer hours
  - Get WF Boston on local corporate matching gift programs
  - Evaluate how to market/connect WFBoston to younger women
  - Evaluate how to market/connect WFBoston to women of color
  - Create virtual info sessions in Worcester, Lynn, Lawrence and Lowell
  - Help create our 2020 Annual Report
- **Project Manager Her Board Hub** – work directly with the leadership team on this exciting project to place women on boards of women and girls serving nonprofits.

- **Swag Manager** – design, create and procure swag items for our 2021 events

- **Grant Writer** – Assist in researching, writing and submitting grants and proposals. This could be a small, medium or large commitment. Impact would be huge – we are missing out on opportunities for grant funding.

- **Administrative Assistant to Executive Director** – work directly with the leadership team on a variety of projects to move our mission forward. Help with spreadsheets, emails, marketing materials.

- **Assist nonprofit manager** – help with data analysis and input; experience with Salesforce and pivot tables helpful

- **Assist our Research Manager** – help co-manage all aspects of our research including our WSO/GSO Index, research collaborations with local universities and research organizations.

- **Assist Financial Team** – help manage financial documents, build spreadsheets, manage annual report creation (CPA or accounting degree a plus)

- **Twitter manager** – Grow our Twitter followers and create exciting content

- **WSO/GSO Database Manager** – Update our database of 200 women and girl serving organizations

- **Marketing Assistant** – Help to evaluate current strategy, review marketing materials, implement new ideas

- **Salesforce Onboarding** – Assist with the utilization of Salesforce; strategize key funding targets. Help us fully capitalize on Salesforce to drive fundraising.

- **Technology Consultant(s)** – create a technology strategic plan for the Women's Foundation of Boston including recommendations and implementation proposals. Help evaluate technology we need to increase efficiency.

- **Webinar Management** – Help create and manage the WFBoston Empowerment Webinar series. Help manage the marketing, funding, creation and distribution of the Webinars

- **Volunteer Assistant** – Help manage volunteers, collect volunteer hours and create an online volunteer application

- **Digital Marketing Media Assistant** – Help the marketing team create and manage our webinars, mailchimps, info sessions and marketing digital materials.
Coordination and Management Opportunities
Help us to continue to grow our presence in the greater Boston area

Development
- Connect with women owned/run companies in Greater Boston and strategize on how to get their sponsorship
- Help create donor engagement and involvement opportunity emails
- Help create and manage bi-annual donor thank you events

Marketing
- Join our marketing team and help refine our marketing strategy and marketing materials. Work in conjunction with our social media strategist
- Manage our Twitter account
- Help create and manage weekly postings on Instagram, Facebook, and Twitter and LinkedIn
- Build out our social media calendar and connect it with WFBoston events

Nonprofit Partners
- Assist nonprofit manager with data analysis and input; experience with Salesforce and pivot tables helpful

Volunteers
- Assist with interns and internship program management
- Help create volunteer thank you event (virtual or live) for the fall
- Create a volunteer application, volunteer hours collection process
- Create a corporate volunteer day at WFBoston for local companies to bring their employees

Connection Opportunities
Help us network

- Introduce us to potential donors (your employer, individuals/friends/colleagues, private or corporate foundations)
- Introduce us to potential corporate sponsors or foundations
• Introduce us to communities outside Boston including Worcester, Lowell, Lynn and Lawrence.

• Introduce us to your community including the suburbs, Southend, Seaport, Northend, Southie, Cambridge, Somerville, etc.