Board of Directors Job Description

Position Summary

**Common Impact** has built the leading model for skills-based volunteering, connecting talented professionals from global companies to high-potential nonprofits to support their critical capacity building needs. As corporate engagement and investment in social challenges deepens, Common Impact is expanding and evolving to meet the new demands of this exciting field. For the past 20 years, Common Impact has partnered with Fortune 500 companies and high performing nonprofits to design, build and scale pro bono programs that address critical infrastructure gaps at nonprofits such as strategic planning, technology platforms, leadership development, and branding initiatives. In 2018, Common Impact embarked on a four-year strategic plan to vastly increase the scope of its impact through targeted partnerships, and the identification and execution of critical social sector projects where corporate talent can play a transformational role such as disaster resiliency, food scarcity and inclusive civic engagement.

As part of these expansion efforts, Common Impact is looking to grow its Board of Directors by identifying candidates that will support the organization in broadening its thinking and networks as it embarks on its next phase.

Position Detail

The Board of Directors plays a critical role in ensuring the health and vitality of Common Impact. The Board works closely with the CEO to set the vision for the organization and develop strategies to realize its mission. It engages in active conversation to unearth questions and provide feedback on how best to best direct strategy presented by management. The process is one of give-and-take, recognizing the staff’s expertise and the Board’s collective wisdom, which ultimately results in a strong strategy to move the organization forward. The Board of Directors has responsibility to help Common Impact expand its networks—of corporate partners, donors, and thought leaders. Finally, the Board of Directors holds the responsibility for setting governance policy for the organization.

Common Impact expects that the Board of Directors will:

- **Build the organization’s visibility and network:** Directors are expected to wear their
“Common Impact hat” in various professional and personal settings, introducing the mission and work of the organization to potential stakeholders and donors.

- **Ensure the financial health of the organization.** This includes making a personally significant financial contribution to the work of Common Impact. We recognize that different Board members have different capacities to give, but ask that Common Impact be among a Director’s top three philanthropic priorities and give at a minimum of $5,000 annually.

- **Participate in 75 percent of each year’s meetings,** including preparing in advance for meetings and participating fully in discussion during the meetings;

- **Support the annual appraisal of the CEO,** and when necessary hire and/or dismiss the CEO;

- **Support in the identification, vetting and approval of new Directors;**

- **Disclose any conflicts of interest** and recuse oneself from voting in situations where such conflicts exist.

While we are excited to consider all qualified individuals for these positions, we are specifically seeking the following skills:

- **Product development and launch:** As Common Impact expands beyond its current programming, we need Directors to help us think about entering new markets and the various considerations with launching new products and services.

- **Human resources and talent development:** Common Impact partners with the talent departments of large Fortune 500 firms, and needs Director support to ensure we have our “finger on the pulse” of experiential learning and leadership development practices.

- **Nonprofit sector and social enterprise experience:** Common Impact needs to complement its current Board of Directors to include deep understanding of the nonprofit sector and social enterprise environment, including the unique challenges and opportunities resident within those sectors.

- **Fundraising and business development:** Common Impact is seeking Directors who can help complement the current board and staff in generating revenue for the organization, particularly funds with which to innovate on our current services.
**Board Commitment**
Members of the Board of Directors agree to serve one three-year term, which can be renewed for a second and third term at the discretion of the Board. Directors will transition off of the Board at the close of their third term. The board meets in person quarterly, with an occasional additional telephonic meeting when needed. In person Board meetings have historically been held in Boston and NY, but as Directors expand to other locations, in person meeting locations will vary and also employ videoconference. All Board members are asked to serve on at least one committee and be an as-needed counsel to the CEO, which translates to about 2-4 hours / month.

**Board Recruitment Process**
Common Impact is looking to welcome 4-6 new Directors in 2020. Directors are officially voted in during the Q2 meeting in June, and will be cultivated through the following process:

1. **Application:** Submit a resume and cover letter expressing your interest and match with these requirements
2. **Initial Meeting:** Meet with Common Impact’s CEO to discuss interest, board service expectations, eligibility, conflict of interest, and member responsibilities
3. **Follow Up Meetings:** Meet with Common Impact’s Board Chair, a representative from the Board’s Governance Committee and other relevant board members to review mission interest and next steps
4. **Formal Interest:** Formal interest from the candidate to join the board confirmed, including acceptance of responsibilities
5. **Board Vote:** Board of Directors will vote on candidacy to elect the candidate
6. **Board Term Begins:** All Directors start in June of their elected year, with their incoming cohort of new or re-elected Directors. Director-elect will attend board meetings as a non-voting member until June term begins

**How to Apply**

To apply for this position, please submit your resume and cover letter to jobs@commonimpact.org, with “Board of Directors – Last Name, First Name” in the subject line. Your cover letter should address the following questions:

- How will your experience, skills and interests help bolster Common Impact’s mission?
- What inspires you about Common Impact’s mission?
- What are you hoping to get out of board service with Common Impact?