



Manager, Mentorship Relationships

Volunteer Engagement Committee

Organization Mission and Vision

The Young Nonprofit Professionals Network of Washington, DC (YNPNdc) works to elevate, energize, and educate the Washington DC Metro nonprofit community by sharing resources, building skills, and fostering connections.

YNPNdc is an independent 501(c)(3) organization, affiliated with the Young Nonprofit Professionals Network (YNPN), which serves more than 50,000 members and includes chapters in more than 40 cities. Our vision is an inclusive community of forward-thinking and inspired professionals equipped to lead the nonprofit sector.

Position Overview

The Mentorship Relationships Manager plays a pivotal role in building and sustaining YNPNdc's mentorship program. This position is responsible for recruiting and matching mentors and mentees, supporting ongoing professional and mentorship development, and co-creating program resources with the Director of Mentoring.

Responsibilities

- Assist the Director of Mentoring with planning for the mentorship program.
- Assist in the applicant review process.
- Personal check-in with pairs via email monthly.
- Ensure mentor and mentee pairs meet for the first time on their own.
- Assist in the applicant review process.
- Offer to speak by phone or meet in person periodically during check-in
- Send regularly scheduled emails to the cohort about upcoming activities
- Document check-in process and responses/feedback throughout the year
- Provide resources to pairs in need of support
- Refer pairs with experiencing major problems or issues to the Director of Mentorship
- Other duties as requested by the Director of Mentorship

Preferred Qualifications

As a young professional organization, YNPNdc is committed to providing opportunities for young and/or aspiring nonprofit professionals to develop the skills needed to advance their nonprofit careers. As such, the qualifications below are not required to apply for the position, but applicants should have interest in gaining experience and/or further advancing their knowledge in these areas:

- Passion for YNPNdc's mission and a strong commitment to volunteerism.
- Excellent organizational and time management skills.
- Practiced commitment to diversity, equity, inclusion and belonging
- Strong interpersonal and communication skills, both written and verbal.
- Proficiency in using volunteer management software and recruitment platforms.



- Experience in relationship management and/or professional development programming
- Ability to work independently and as part of a team.

Volunteers will begin in October 2024 and are expected to serve a 12-month term. Applications are due Sept. 19.

Apply at <https://forms.gle/35M6PTwpZR65KuWf6>