

# VOLUNTEER OPPORTUNITIES



*Support the Women's Foundation of Boston and make a meaningful impact on marketing, technology, finance, or fundraising work. We are a volunteer-powered, lean organization and the energy and expertise of our volunteer corps. continues to support our growth and impact.*

## PROGRAM AND IMPACT

*Work with Grant Manager, COO, and CEO*

- Research state databases for demographic information
- Update airtable database with new grantee impact info
- Research existing projects/data in Gateway Cities
- Create visual resources reflecting data and impact
- Support creation of annual Impact Report



## DEVELOPMENT/FUNDRAISING

*Work with Director of Development and CEO*

- Build or edit and support submission of grant applications
- Plan events (Celebrate Your Impact appreciation breakfast in April 2024 or Make Her Mark fundraiser in Sept 2024)
- Support outreach to build up corporate sponsorships
- Support donor stewardship (thank you notes/calls)

## MARKETING/COMMUNICATIONS

*Work with Marketing Consultant and Director of Development*

- Support WFBoston's social media accounts
- Research grantee partners' social media reach
- Build monthly newsletter
- Create and update content on website
- Support creation of or review potential print collateral



## MISCELLANEOUS

*Work with CEO, COO, Operations Manager, Business Manager*

- Oversee summer intern program
- Project manage university research projects
- Support website development

[www.wfboston.org](http://www.wfboston.org) - @wfboston

## DETAIL: URGENT PROJECTS

*December 2023*

### PROGRAM AND IMPACT

Review/collate existing research and data on status of women and girls in various Gateway Cities

Create visual resources reflecting long-term impact of WFBoston on women and girls-serving nonprofit ecosystem in Greater Boston Update existing Airtable database with new grantee impact info (Jan 2024)

### FUNDRAISING / DEVELOPMENT

Build or edit and support submission of grant applications

Research potential foundations and grant requirements; update existing foundation tracker

Chair Celebrate Your Impact appreciation breakfast on April 3, 2024

### MARKETING / COMMUNICATIONS

Social media support:

Capture audience/reach from various events, nonprofit partners, press mentions, etc.

Research grantee partners' social media reach

Create and update content on website

Support creation of or review potential print collateral

### MISCELLANEOUS

Project manage university research projects

Support website development

Salesforce database expertise