Greetings:

The Millennium Campus Network (MCN) is currently accepting applications for the following four “high priority” positions on its National Board of Directors:

1. Director of Finances
2. Associate Director of Finances
3. Director of Programs and Events
4. Associate Director of Member Relations (x2)

The responsibilities associated with each of these positions are listed on the next page. These positions are considered “high priority” because they will be overseeing portions of the MCN which are (or will soon be) critical to the MCN’s operational success. The vital nature of these positions has made it necessary to set their application deadline relatively early: November 22nd, 2008 at 5:00pm.

In addition to the four “high priority” positions, the MCN is also accepting applications for the following six positions, which have a deadline of December 20, 2008 at 5:00pm:

1. Graphic Designer – Department of Communications and Marketing
2. Webmaster – Department of Communications and Marketing
3. Associate Director of Operations
4. Associate Director of Development and Sustainability
5. Associate Director of Programs and Events
6. Assistant to the Executive – Department of the Executive

Descriptions of these positions are listed after the “high priority” position descriptions. All positions will be unpaid; however this may change depending on available funds.

In order to apply for a position, the applicant must email his or her resume along with a cover letter to David Drayton, the MCN’s Director of Operations, at draytond@mcnpartners.org by the applicable deadline. Applicants for the Graphic Designer position must also submit a portfolio as a sample of their past artistic work. Shortly after each deadline, an interview process will take place. After the interviews, the Board of Directors will vote in the new directors, and a hiring committee will determine the winners of all additional positions. Please remember, the MCN is a registered employer within Massachusetts, and therefore cannot accept any applicants that are not legally permitted to work with the state.

Thank you and good luck,

David A. Drayton
MCN Director of Operations and Secretary
draytond@mcnpartners.org
Important note: The director of each department is responsible for making sure the department as a whole follows through on the responsibilities listed under his/her position description below. For example, the Director of Finances may delegate someone else in the Finance Department to “process requests for employee reimbursements,” or “manage a payroll system.”

“High Priority” Position Descriptions

Director of Finances

- Processes vendor purchase orders and other payments for all MCN departments
- Develop and manage a payroll system, verifying compliance with contracts
- Maintains records of all grants, gifts, and other special revenue funds available for expenditure and prepares reports on those funds
- Works with the Associate Dir. of Finances to maintain records of all cash receipts to the MCN, preparing revenue reports and analysis while maintaining outstanding accounts receivable balances
- Keeps a detailed record of all debt authorized by the Board of Directors and maintains a debt redemption schedule
- Processes requests for employee reimbursements
- Manages all aspects of the MCN’s bank accounts
- Files all IRS, state, and other government-related financial forms
- Advises the Department of Programs on finance-related aspects of fundraising and how to best market events
- Oversees grant application process

Reporting (in addition to the weekly Status Report)

- BIWEEKLY: Prepares a statement summarizing the MCN’s financial activity across all departments for review by the Executive Director and Director or Development and Sustainability
- MONTHLY: Prepares a report (accessible by any director) on the balances of the appropriations available to all departments
- YEARLY: Prepares analysis of MCN-related administrative costs, insurance, employee benefits, and debt for an MCN End of Year Report, including the amounts budgeted for the next fiscal year

Associate Director of Finances

- Keeps a complete set of books and ledgers for the MCN, verifying that cash balances reconcile to each department’s records and bank statements. These books should consist of a detailed balance sheet and income statement.

Director of Programs and Events

- Works with the directors of MCN special events, initiatives, and projects to ensure that each includes MCN-specific material relevant to the furthering of the MCN’s mission statement (for example, the Director would ensure that Live Campus used the concert series to not only get $1.5 million for a Millennium Village, but also to publicize the MCN and spread its membership)
- Helps the Executive Director and Director of Development and Sustainability to appraise potential events and initiatives in relation to MCN goals
Develops a process and sets minimum requirements that MOs must adhere to in order to have their events supported by MCN services (publicity, funding, man-power, etc)

Facilitates coordination between events which may be competing for resources or attendees in order to minimize conflict

Plans, manages logistics, and runs events not large enough to merit a new director. This includes working with vendors and contractors in order to secure the materials needed to run the events. However, much effort should be put into trying to use the MOs’ school resources to run events.

Advises the Communications Department on which audiences/individuals/organizations to target for specific events.

Provides the Director of Finances with information that will help him or her set an appropriate budget for each small event

Maintains the MCN’s calendar of events that is distributed through the Communications Department

**Associate Director of Member Relations**

Performs an initial interview with assigned groups if they have not already had one

Meets in person with assigned Member Organizations (MOs) or their representatives at regular intervals (may be as frequently as weekly depending on the MO)

Work with the leaders of assigned MOs in order to help determine which MCN services would prove to be useful for those groups

Analyze effectiveness of MCN services already being utilized by assigned MOs

Connect assigned MOs to the MCN Board, MCN Resources, and other MOs

Submits a bi-weekly report to the Director of Member Relations on what each assigned group is working on, has accomplished, etc.

**Additional Position Descriptions**

**Graphic Designer**

Transforms existing MCN documents meant for distribution and into presentable, flashy publications which will help improve the MCN’s professional image

Helps the Webmaster develop the website’s graphic content and style

Works with the Communications Department to create eye-catching publicity materials for events, initiatives, and programs.

**Webmaster**

Works with the MCN Graphic Designer to create a user-friendly and *interactive* website in a manner which will allow the Webmaster to edit and modify any aspect of the site

Keeps website up-to-date

Provides IT support to users of the website

Makes sure registration fees of domain and any other renewable web-based tools are paid (sends request of payment to Director of Finances)

Researches other nonprofit social networking websites for ideas to incorporate the MCN website

Works with Department of Communications to maintain an active MCN profile on the web (Facebook, MySpace, G21, globalur, changents, developmentcrossing, etc.)

Maintains MCN listserves and creates new MCN users / emails
Associate Director of Operations

- Takes minutes at meetings and sends them to Board of Directors and lawyers
- Helps plan monthly GA meeting and manage its logistics
- Interview people applying to MCN positions alongside the Director Of Operations
- Help the Director of Operations set up and update special internal projects
- Critique internal operations and provide constructive feedback for the Director of Operations

Associate Director of Programs and Events

- Attends meetings of event/initiative/program Directors (Like Stand Up and Live Campus) and reports back to the Director of Programs and Events
- Helps to provide manpower at events that are under the supervision of the Director of Programs and Events
- Aids in the management of logistics for qualified MO events
- Works with the Membership Relations Department to ensure that MCN MO events are taking advantage of MCN services

Associate Director of Development and Sustainability

- Must be able take a position within the Department of Development and Sustainability during the 2009-2010 academic year in addition to the current term
- Works with the Director of Development and Sustainability to ensure that the MCN is following sound business practices, is structurally solid, and is pursuing its goals (such as national expansion) in a sustainable manner
- Works closely with the Executive Director, Managing Director and Director of Operations to ensure the MCN is implementing effective and sustainable practices on a weekly basis

Assistant to the Executive

- The responsibilities of this position will vary, and will be subject to the day to day needs of the Executive Director. Possible responsibilities could include the following:
  - Helping the Executive Director prepare for important meetings and calls
  - Board Meeting agenda setting
  - Assisting in the Executive Director’s decision making process by researching possible options
  - Managing the Executive Director’s schedule
  - Representing the Executive Director at meetings he/she could not attend
  - Helping the Executive Director draft important documents and letters