

Rustandy Nonprofit Board Link

Nonprofit Instructions

For nonprofit organizations tackling complex social and environmental problems, finding talented board members can be challenging. New in 2021, the Rustandy Nonprofit Board Link pilot program is designed to address this issue by connecting these organizations with Chicago Booth alumni interested in joining nonprofit boards. In this pilot, nonprofits across the United States can post board of director openings on an online platform, and MBA graduates can search for available nonprofit board opportunities that align with their interests and skillsets. This pilot is an extension of the Rustandy Center's Alumni Board Connect program, but expands this opportunity to nonprofits and Chicago Booth alumni outside of the Chicagoland area. You can learn more about the program [here](#).

The pilot is facilitated via the Chicago Booth GTS platform. Instructions on how nonprofits can navigate the platform are below. *NOTE: If a section isn't mentioned in these steps, you can (and should) ignore them. For example, disregard the "Grad Leaders Multi-Post" pop-ups; this is only a Booth program.*

Creating a Profile

1. Follow the [GTS log in link](#) and choose "**Create Account.**"
2. Search for your organization and choose from the list or create your organization profile if not listed
3. Fill in the required profile information including your organization email address (not a personal or Chicago Booth email address please) and phone number (NOTE: We recommend that professional staff members create the organization's profile vs. board members or other organizational representatives, unless they have an organization email)

Posting Board Positions

Once you are inside the platform, on your **Dashboard**, navigate to the left side to select "**Job Postings**," then click the "**Add New**" button to create a new board position.

Please follow these directions carefully.

Job Information

- Job Title – Nonprofit name + position title (e.g. Governing Board Member, Associate Board Member, etc.)
- Target Audience – select "Alumni"
- Position Type – select "Corporate/Non-profit Board"
 - *This is the main filter our alumni will be using to find board positions*
- Job Level – select the level that you are looking for in this position. Experience level is reflective of professional experience, not experience on a board. You may select up to two options:
 - Executive – 15+ years of experience
 - Director – 7-10 years of experience
 - Mid-senior level/Manager – 4-7 years of experience
 - Associate/MBA entry level – 1-3 years of experience
- Job Function – select the areas of expertise that you desire in a board member

- Job Location – auto-populates from your organization profile but is editable
- Job City/Cities – enter the area where board meetings are held in your city (i.e. specific neighborhood)
- Job Description – enter any relevant information such as organization mission, organization sector areas, frequency of meetings, give/get requirements, desired skills/expertise, previous experience, and board member expectations

Example Description:

Organization Name is looking for a dedicated individual who is eager to serve on our board of directors. Organization Name's mission is _____. Our focus is on _____ (enter sector areas using [this list](#)). The ideal candidate would be _____ (enter desired skills), and one who can provide _____ hours a month of their time and meet with the board ____ times a year on _____ in _____. [add any relevant information here (e.g. give/get requirements)]

- Work Authorization – select "No Work Authorization Restriction"
- Language Requirement – enter if applicable

Job Information

Skip this section.

Application Information

- Job Application Method – select “Apply Via External Website”
- Application Website – copy and paste the following site:
http://chicagobooth.az1.qualtrics.com/jfe/form/SV_a9l39lcB9Ldg1b7
- Application Deadline – pick desired deadline (max 5 months)

Contact Information

- All information should auto-populate from your recruiter profile. Update if necessary.
 - *We recommend not sharing this information with candidates*
- Click “Save” to submit your posting. A pop up window will appear that allows you to post at other schools. Please select “No, Thanks.” This program is only open to Booth alumni, and alumni from other institutions are not able to participate. Once you select “No, Thanks,” the role will be reviewed. You'll receive a confirmation email within 24-48 hours of its activation.

Thank you for your participation in the Rustandy Nonprofit Board Link pilot. Contact Prentiss Smith with any questions: Prentiss.Smith@Chicagobooth.edu.