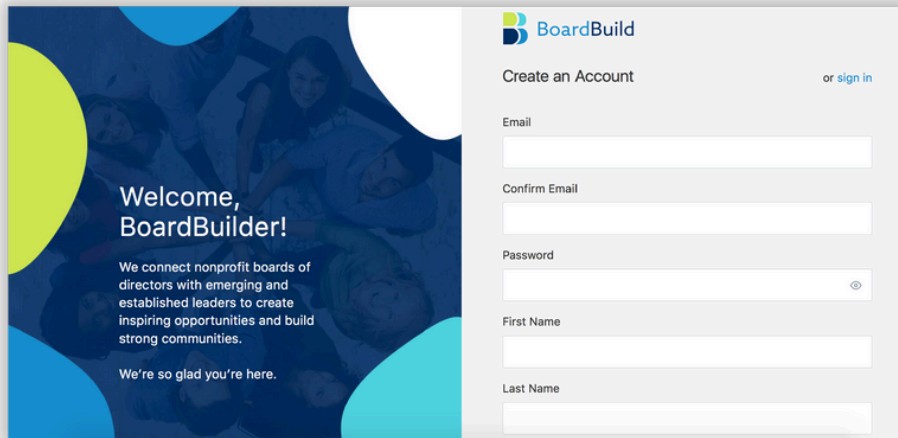


Adding a Position to the Platform





Step #1: Create an account



Welcome,
BoardBuilder!

We connect nonprofit boards of directors with emerging and established leaders to create inspiring opportunities and build strong communities.

We're so glad you're here.

BoardBuild

Create an Account [or sign in](#)

Email

Confirm Email

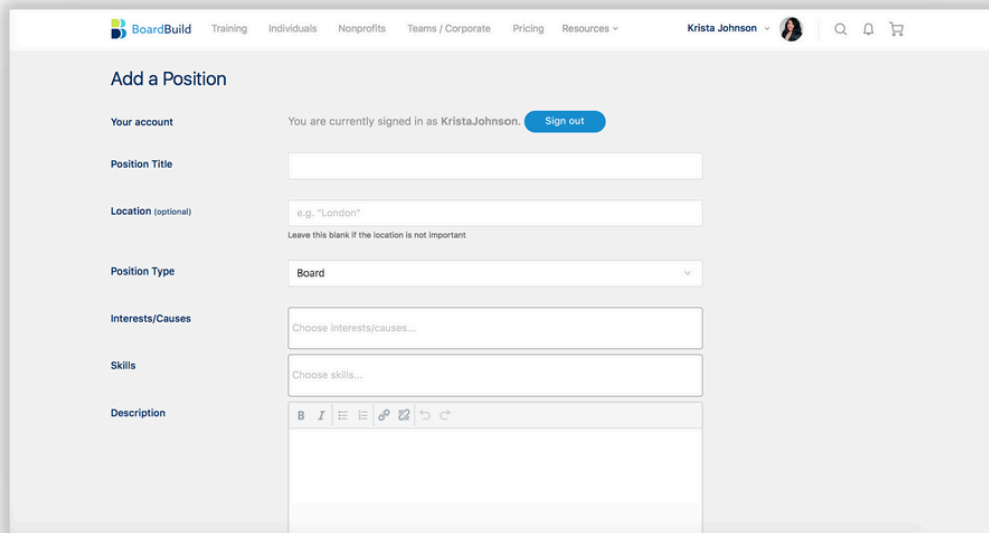
Password

First Name

Last Name

Step #2: Add a position

Complete the position listing with your organization's specific needs and requirements.



BoardBuild Training Individuals Nonprofits Teams / Corporate Pricing Resources

Krista Johnson

Add a Position

Your account You are currently signed in as Krista.Johnson. [Sign out](#)

Position Title

Location (optional) e.g. "London"
Leave this blank if the location is not important

Position Type Board

Interests/Causes Choose interests/causes...

Skills Choose skills...

Description



Interests/Causes: This is where you identify your mission. Include as many causes as possible to give the algorithm data to work with. This will help increase your match possibilities.



Skills: Consider the goals your board has set for the next year and include the skills you need to accomplish those objectives.



Step #3: Describe your organization

Share detailed information about your organization.

Nonprofit Details

Nonprofit Name

Website (optional)

Tagline (optional)

Video (optional)

Twitter username (optional)

Logo (optional)
Maximum file size: 512 MB.

Year Founded (optional)

Annual Budget (\$ (optional)

Full Time Employees (optional)

Part Time Employees (optional)

Board Size (optional)

Donation Required (optional)

Nonprofit Mission (optional)

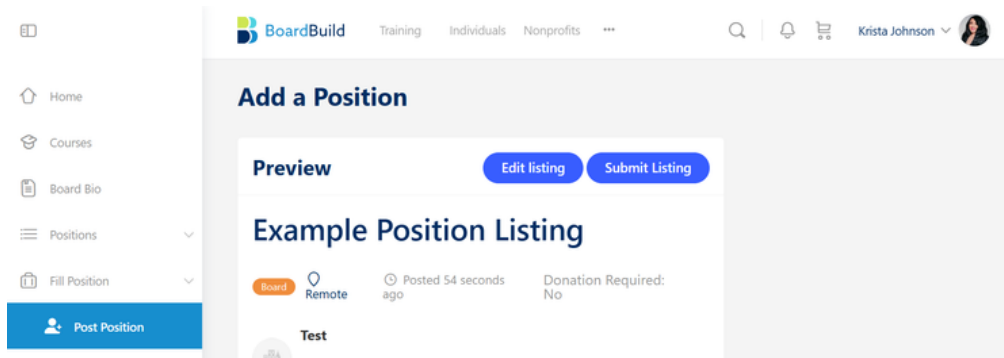
Nonprofit Program (optional)



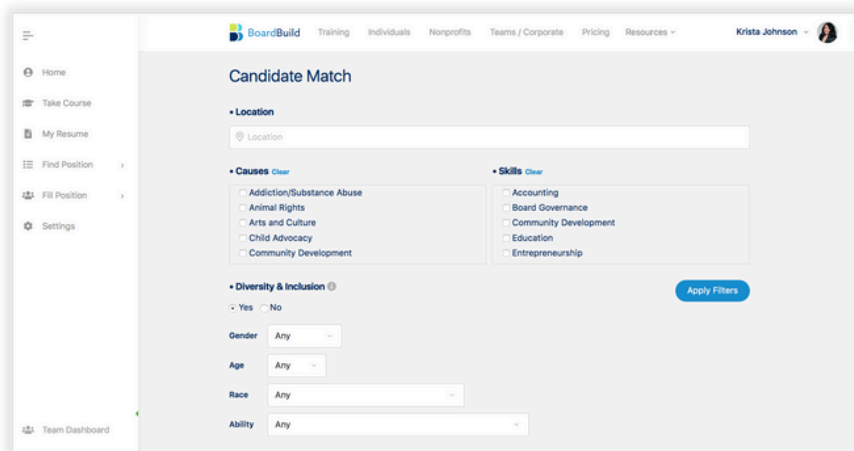
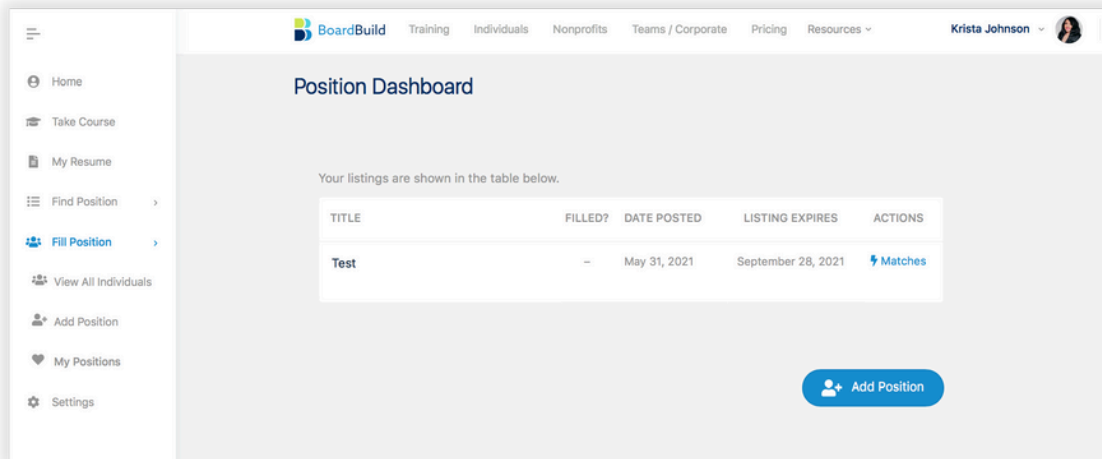
This is your opportunity to tell your unique story to capture the attention of the talented and trained individuals in the BoardBuild pipeline who are looking for the perfect match.



Step #4: Preview Listing and Submit



Step #5: Review matches





Step #6: Schedule an interview

Schedule an interview with any qualified candidates. Share additional information that will help both you and the candidate determine if this position is a good fit.



Step #7: Add new board member

Once you have made an offer and the individual has accepted, add the new board member to your Team Dashboard on the platform.



Step #8: Provide feedback

Your feedback is valuable! Send your thoughts about your experience with the matching process to info@boardbuild.org.

