

Internal Team Role: NONPROFIT RELATIONS TEAM

Purpose/Objective: The members of the Nonprofit Relations Team (NRT) assist PennPAC in spreading the word for its call for nonprofit applications and in evaluating the candidate pool of submitted applications.

Location: The team holds an introductory meeting via conference call and concludes with an in-person, evening selection meeting in midtown Manhattan (call-in option available.)

Key Responsibilities:

- Participate in the initial conference call to develop an understanding of how PennPAC engagements are conducted and criteria for applicants.
- Also through the call, gain familiarity with channels used to spread the word about the call for applications among the NYC nonprofit community, and how NRT members can support the effort.
- Leverage your personal and professional networks and help us get the word out!
- Review all applications received and complete an assessment rubric with recommendations.
- Submit the rubric in advance and attend the selection meeting to discuss and rank applicants.

Reports to: Nonprofit Relations Chair

Qualifications: No specific qualifications or experience are necessary. . New volunteers as well as experienced PennPAC'ers are all encouraged to participate. A range of backgrounds and perspectives strengthens our decision-making.

Length of Position: Each team operates during one cycle of the call for applications. Fall teams run from mid-October through mid-December and spring teams run from mid-April through mid-June.

Time Commitment: Minimal. Typical participants spend about 2-3 hours participating in the introductory conference call and sharing the call for applications with their networks. The application review time commitment varies with the size of the applicant pool, but is typically around 3-6 hours to review applications, complete the rubric and attend the selection meeting.

Training/Support: Training is hands-on through participating in the call and meeting and using the evaluative rubric. The PennPAC website provides detailed supporting information outlining the PennPAC process and criteria for applicants. The Nonprofit Relations Chair will be available to provide any support necessary and to answer questions .

Benefits: A fun and meaningful volunteer experience collaborating with Penn alumni and helping to select the next set of consulting projects while learning more about the nonprofit industry. This is an excellent opportunity for new volunteers to learn more about PennPAC and get advance notice of client projects that will be staffing next. It is also a nice opportunity for seasoned volunteers to stay involved with PennPAC at a small commitment level and leverage their PennPAC experience to guide the selection of new clients.

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