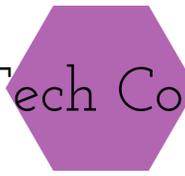


# Intentful Tech Collaborative



## TECH PROGRAMS COMMITTEE LEAD

The Intentful Tech Collaborative is seeking process-oriented, strategic individuals who are passionate about strengthening the digital capacity of equity- and justice-based organizations – and want to help us execute on this work through our programmatic efforts.

As a Tech Committee Lead, you will be a part of our leadership team. This means that above all, we are looking for mission-aligned individuals who want to help us build a sustainable, ethical, and impactful organization. As part of the leadership team, you will have the opportunity to engage in strategic conversations and have input during this formative phase of our organization. You will also be responsible for managing and setting the strategy for the Tech Committee, a small team of pro bono technologists (more details below).

### Time Commitment

We estimate that this volunteer role will require between 2-4 hours per week. As this is a leadership role within a young organization, we highly prefer candidates who can commit more than 3 months to this position and want to be involved in the Intentful Tech Collaborative long-term.

### Your Responsibilities as the Committee Lead

As the Tech Committee Lead, you will help set Intentful Tech Collaborative's digital and organizational strategy. You will also assist in recruiting additional members to the committee. This is an exciting position that will give you the opportunity to interface with many members of the Intentful Tech Collaborative including the leadership team, advisory network, and board of directors, as well as our extended network of technologists and organizations. We are looking for two (2) Tech Committee Leads who will share the responsibilities listed below:

#### Main Responsibilities

- Project management of the Tech Committee:
  - Setting goals, deadlines, and agendas for meetings
  - Delegating responsibilities and ensuring your team is on track
- Serve as the main point of contact for the Tech Committee
- Collaborate with Intentful Tech Collaborative's leadership team to develop the strategic direction of the organization

#### Additional Commitments

- Attend the majority of all-hands meetings (once a month)
- Attend Leadership meetings (once a month)
- Lead Tech Committee meetings on a regular basis (as needed)
- Bonus: Make valuable connections for Intentful Tech in business development, partnerships, and expertise

# Intentful Tech Collaborative

## Preferred Skills

We are primarily looking for individuals who will be comfortable managing and working with a team of individuals with diverse skill sets. As we are a brand new organization, you are ideally a self-starter and excited about the prospect of building a new organization from the bottom up. Aside from these characteristics, any skill(s) from the list below may be helpful:

- Experience in project management, program management, or product management
- Technical skills such as software engineering, data analysis, or UX
- Nonprofit tech experience
- Volunteer management
- Mentorship experience

## About the Tech Programs Committee

At Intentful Tech Collaborative, we are excited about supporting the public sector by engaging nonprofits in long-term pro bono technology projects as well as cultivating a diverse learning ecosystem of technologists and organizations. The primary purpose of the Tech Programs Committee is to ensure that our partner organizations receive high quality, sustainable, and helpful digital solutions, and to support the pro bono technologists that are delivering this work.

Below are some of the activities that we anticipate this committee handling.

- Developing and iterating on our pro bono tech development process
- Scoping digital projects with prospective nonprofit partners
- Screening prospective pro bono technologists, and staffing projects with the right expertise
- Serving as a support system for pro bono teams as they execute projects
- Planning and sometimes executing workshops for nonprofit partners

## WORKING WITH US

*As a volunteer-run organization, we are deeply committed to moving patiently and intentionally through our work, respecting a healthy volunteer-work-life balance for all members. The well-being of our volunteers and partner organizations will always be our top priority. As a collaborative, we take care of each other!*

*Intentful Tech Collaborative is committed to equity and actively seeks volunteers with diverse perspectives and experiences. All are encouraged to apply for positions with the Intentful Tech Collaborative regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity or expression, genetic information, marital status, status with regard to public assistance, or veteran status.*