



## Board of Directors Job Description

### Organization Summary:

The Three Rivers Park District Foundation (TRPDF) is a growing and dynamic 501(c)(3) nonprofit organization that is separate from, but partners closely with Three Rivers Park District. The mission of TRPDF is *“Connecting everyone to the wonders of our parks.”*

We work hard to *change lives outdoors*. We do this by raising funds to support impactful programs conducted by the Park District. Our current priorities include Adapted Recreation programs for persons with disabilities, youth Explorer Camps for under-represented communities, and Pathways Internship programs which provide youth and young adults, particularly those facing barriers to employment, hands-on experiences to explore a career in parks and recreation.

We are seeking qualified individuals to serve on our Board of Directors who are passionate about the parks, and about helping to ensure that *everyone* can experience the unique programs offered by the Three Rivers.

### Board Member Job Description:

TRPDF seeks passionate, collaborative, diverse, and hard-working Board members who can partner with the Executive Director and other Board members to carry out our mission and vision. This is an uncompensated, volunteer position.

#### Activities include:

- Active participation in fundraising activities.
- Active participation and attendance at quarterly board meetings.
- Prepare for meetings by reading materials ahead of time and being familiar with financial statements and organizational policies.
- Serve and participate in committees, task forces, and special assignments.
- Stay updated on new initiatives and programs within Three Rivers and TRPDF.
- Leverage connections, networks, and resources to help the organization achieve its mission and financial goals.
- Inform others about TRPDF’s mission and purpose.
- Suggest other possible Board nominees who could help carry out the values and mission of the organization.
- A strong commitment to Diversity, Equity, and Inclusion (DEI) that guides the Board as it makes decisions on how to best partner with Three Rivers Parks.
- Follow the organization’s bylaws, policies, and Board resolutions.



Ideal candidates will have experience serving on other boards, fundraising, and experience working with non-profit management. A passion for Three Rivers Park District, the outdoors, diversity, equity, and inclusion (DEI), and improving accessibility to the parks and park programs is highly valued.

Qualifications:

The attributes that TRPDF seeks in its Board Members include, but are not limited to the following:

- A strong belief in the mission of TRPDF and the vision of Three Rivers Park District.
- Strong interest and/or experience working with non-profit management and fundraising.
- *Fundraising, marketing, finance, legal, public relations, event planning, grant writing experience or expertise are plusses.*
- Proficient with technology and software including Google Drive, Microsoft Word, Excel, and PowerPoint.
- Support and actively engage in the diversity, inclusion and equity principles set out by Three River Park District and TRPDF.
- Previous governance and/or non-profit Board experience is preferred but not required.
- Comfortable leveraging personal network of community contacts to advance the organization's mission.

Board term/participation:

TRPDF requests that its board members be able to offer approximately five to ten hours per month in service to the organization and mission. This includes board meetings, occasional committee meetings, and a commitment to carry out tasks for which they have volunteered. Board member terms are three years in length.

All board members are expected to contribute financially to the organization at a level meaningful to them, through their own monetary gifts, soliciting other donors for contributions, or a combination of these.

**Thank you for your interest in Three Rivers Park District Foundation. If you would like to apply, please email: [Info@ThreeRiversParksFdn.org](mailto:Info@ThreeRiversParksFdn.org) and additional information including an application will be sent to you.**