



## **Board of Directors Job Description**

### Organization Summary:

The Three Rivers Park District Foundation (TRPDF) is a growing and dynamic 501(c)(3) nonprofit organization, and the philanthropic/fundraising partner to Three Rivers Park District. Our mission is *“Connecting everyone to the wonders of our parks.”*

We work hard to change lives outdoors by raising funds to support impactful programs within Three Rivers. Our priorities are aligned with the District’s priorities, and revolve around increasing equitable access to nature and outdoor recreation. 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 helping ensure that everyone can experience nature and the unique programs offered by Three Rivers Park District.

### Board Member Job Description:

TRPDF seeks 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 a volunteer (non-compensated) position.

Activities include:

- Active participation in fundraising.
- 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 fulfill our mission.
- Follow the organization’s bylaws, policies, and board resolutions.



Ideal candidates will have experience with fundraising (and/or desire to fundraise), serving on other boards, and working with non-profit management. A passion for the outdoors, Three Rivers Parks, and increasing equitable access to nature 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.
- *Fundraising, marketing, finance, legal, public relations, event planning, grant writing experience or expertise are plusses.*
- Comfortable leveraging personal network of community contacts to advance the organization's mission.
- Proficient with technology 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 non-profit board and/or governance experience is preferred but not required.

Board term and participation:

TRPDF requests that its board members offer approximately five to ten hours per month in service to the organization and mission. This includes board meetings, committee meetings, events, and a commitment to complete tasks for which they have volunteered.

Board member terms are three years.

All board members are expected to contribute financially to the organization at a level personally 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.

**To apply, please email: [Info@ThreeRiversParksFdn.org](mailto:Info@ThreeRiversParksFdn.org) additional information including an application will be sent to you.**

**Visit our website for more information about us: [www.ThreeRiversParksFdn.org](http://www.ThreeRiversParksFdn.org)**