



The Outdoor Lab Foundation was founded in 2003 with a mission to inspire community support for, and advocate on behalf of, Jeffco's Outdoor Lab Program. Outdoor Lab engages all Jefferson County sixth-grade students (approximately 6,000 per year) in an immersive, residential, weeklong environmental and civic education experience. In addition, it supports the leadership development of approximately 1,000 high school students and 40 interns per year. Outdoor Lab manages two historic campuses nestled in the Front Range Mountains totaling nearly 1,000 acres. Outdoor Lab has touched the lives of countless Jeffco families and serves as a profound memory for all who attend.

Board Member:

As a nonprofit committed to the young people growing up in Jeffco, we care deeply about our relationship with the community. We are seeking board members to help us maintain and nurture these relationships in our organization and beyond. Our ideal board member will have excellent organizational, communication, and writing skills, but also the ability to foster positive relationships with individuals, schools, sponsors, volunteers, and community organizations. Board members are ambassadors for the Foundation, sometimes speaking publicly – delivering the Foundation's message within the local community.

As a member of the board, you will work in concert with, and provide oversight of, the Executive Director. You will oversee the approval of an annual budget and ensure budget goals are met. Moreover, where appropriate, you will support the engagement of donors, volunteers, and programmatic stakeholders to ensure mission success.

The Foundation wishes to expand and support collaborative efforts with community partners, schools, sponsors, and other key stakeholders. As such, board members will help identify outreach opportunities to deliver information on the Foundation's services to target populations throughout the district. We are particularly interested in recruiting community members from the following neighborhoods.

- Westminster
- Edgewater
- Wheat Ridge
- Lakewood
- Arvada

Essential Duties/Requirement:

- Attend 10 board meetings per year. 6 via zoom – 4 in person.
- Participate in one board committee or working group.
- Approve annual budget and review monthly financials to ensure budget numbers are on track.
  - Coordinate with board and Executive Director to take correction action if needed.

- Monitor organizational success toward the goals and objectives identified in the Foundation's Strategic Plan
- Attend relevant events and activities to represent the Foundation and build strong relationships with key community members.
  - Coordinate with Foundation staff, board, and volunteers to cover events as appropriate.
- Network and build professional community to increase Foundation's profile.
- Coordinate with board members and staff on strategies to improve donor and stakeholder relationships.
- Maintain professionalism, discretion, and confidentiality in relationships with all stakeholders.
- Personal and professional values consistent with the Foundation's mission.
- Able to work effectively in a dynamic team environment - problem solver, flexible, and adaptable.
- Comfortable giving and receiving feedback.
- Ability to inspire passion for our program.
- Ability to manage positive relationships with staff, board members, business professionals, and individual donors with a friendly, professional demeanor.
- Bilingual English Spanish preferred.

Please send a short cover note via email with a link to your LinkedIn account to Bryan Martin, Executive Director by August 1, 2022. Email only [bryan.martin@outdoorlabfoundation.org](mailto:bryan.martin@outdoorlabfoundation.org). Reference your candidacy by placing "Foundation Board Member" in the subject line. This is a volunteer position