



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 passion for the program as well as 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 as well as volunteer your own time and talents.

The Foundation supports collaborative efforts with community partners, schools, sponsors, businesses, governments, and other key stakeholders. As such, board members will help identify outreach and partnership opportunities locally, regionally, and nationally. While residency within Jefferson County is not a requirement for board membership, the students of Jeffco Public Schools are our WHY.

Essential Duties/Requirements:

- Attend 10 board meetings per year. We schedule 6 virtual and 4 in-person.
  - In-person attendance is preferred for said meetings, but virtual or telephonic participation is acceptable.
  - One of the four in-person meetings is a half-day annual meeting typically held in May.
  - June and December typically off.
- Participate in one board committee or working group annually
  - Typically comprised of monthly virtual calls
- Approve annual budget and review monthly financials to ensure budget numbers are on track
  - Coordinate with board and Executive Director to take corrective action if needed
- Monitor organizational success toward the goals and objectives identified in the Foundation's Strategic Plan

- Attend our annual fundraising event After Dark and set up a personal fundraising page annually for Colorado Gives Day
- Volunteer for a minimum of 5 events during the year, or provide other volunteers, such as family or friends to cover this requirement
  - Events could include site work, teacher appreciations, fundraisers, school parent nights, tabling, or other volunteering throughout the year
- Network and build professional community to increase Foundation's profile through either in person or social networking
- Coordinate with board members and staff on strategies to improve donor and stakeholder relationships

Knowledge, Skills and Abilities:

- Excellent organizational, communication and writing skills
- 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 the program
- Ability to manage positive relationships with staff, board members, business professionals, and individual donors with a friendly, professional demeanor
- Bilingual English and Spanish desired

Please send a short cover note via email with a link to your LinkedIn account to Bryan Martin, Executive Director. 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.