



Eden Prairie Community Foundation Board Member Position Description

Location: Eden Prairie City Center (primarily in-person, with some virtual meetings)

Time Commitment: Approximately 5 hours per month, with additional seasonal commitments for events, committee work, and strategic initiatives

Term Length: Three-year term, with the opportunity to serve up to two consecutive terms

Compensation: Unpaid volunteer leadership position

About the Eden Prairie Community Foundation: Uniting to Make Eden Prairie Even Better

Our Mission: *Enriching our community through philanthropy, collaboration, and Leadership.*

Eden Prairie is a wonderful place to live, work, play, raise a family, and retire, and it's that way because people give back. The Eden Prairie Community Foundation (EPCF) serves as a vehicle for that generosity by:

- Turning donations into grants that support local nonprofits and address unmet community needs
- Serving as a fiscal sponsor for impactful community projects
- Supporting planned giving through donor-advised funds, bequests, and more

Through collective generosity, EPCF has awarded over 550 grants totaling more than \$2 million, helping change lives and strengthen our community.

Position Overview

The Eden Prairie Community Foundation is seeking passionate, engaged community leaders to serve on its Board of Directors. Board members provide strategic leadership, governance, and community connections that help advance the Foundation's mission and long-term impact. We are looking for individuals who are active in the community, enthusiastic about philanthropy, and willing to use their talents, experience, and networks to help strengthen Eden Prairie.

We are particularly interested in candidates with expertise in: Human Resources, Finance and Accounting, Fundraising and Development, Marketing and Communications, Community Engagement, Business, Legal, or Strategic Planning.

The Foundation values diverse perspectives and actively seeks board members whose backgrounds, experiences, and viewpoints reflect the community we serve.



What You'll Do

Board member responsibilities include:

- Attend monthly board meetings, typically held on the last Thursday of each month from 7:30–9:00 a.m. at Eden Prairie City Center
- Serve on one to two board committees
- Participate in strategic planning and organizational decision-making
- Help steward the Foundation's financial, legal, and ethical responsibilities
- Serve as an ambassador for the Foundation throughout the community
- Share the Foundation's mission with friends, family, colleagues, and community members
- Introduce potential donors, sponsors, volunteers, and community partners when opportunities arise
- Support fundraising efforts through advocacy, relationship-building, and storytelling
- Attend Foundation events and community engagement activities

Event Participation

Board members are expected to attend and support the Foundation's two signature events, EP Gives (last Thursday in April) and Prairie Wine & Brewfest (second Saturday in September).

Board members are also encouraged to participate in additional Foundation activities throughout the year, including:

- Meet the Foundation events
- Grant celebrations
- Donor and community gatherings
- Volunteer opportunities

What You'll Gain

- The opportunity to make a meaningful impact in the Eden Prairie community
- Experience governing and leading a respected nonprofit organization
- Connections with civic, nonprofit, and business leaders throughout the community
- Opportunities to strengthen leadership, governance, and strategic planning skills
- The satisfaction of helping build a stronger, more connected Eden Prairie

Who You Are

We're looking for someone who is:

- Connected to Eden Prairie in some way
- Interested in nonprofit leadership, communications, development, volunteer management, events, or operations
- Detail-oriented and organized



- Comfortable working with data and learning new systems
- A strong communicator (written and verbal)
- Proactive, reliable, and eager to learn

Reporting Structure

- Reports to: Board Chair
- Collaborates with: Executive Director, Board Members, and Committee Leads

Meeting Schedule

- Board meetings are held monthly, typically on the last Thursday of each month from 7:30–9:00 a.m.
- Meetings take place at Eden Prairie City Center
- In-person attendance is preferred, though a virtual option is available when needed
- Board members should expect approximately 5 hours of service per month, with additional time required during event, fundraising, and grantmaking seasons

How to Apply

Are you involved in Eden Prairie and interested in making it even better? Do you want to use your skills, leadership, and community connections to create lasting impact?

We would love to hear from you. Online Application is available here:

<https://epcommunityfoundation.app.neoncrm.com/forms/volunteer>

To learn more about board service or recommend a candidate, please contact us at

emily@epcommunityfoundation.org.