



Volunteer Opportunity: Grants & Scholarships Committee Member

Location: Primarily remote, with approximately three in-person meetings annually at Eden Prairie City Center (hybrid option available via Microsoft Teams)

Time Commitment: Approximately 25 hours annually, with workload varying by season. Busiest periods are February–April and July–August.

Compensation: Unpaid volunteer position

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

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

The Eden Prairie Community Foundation (EPCF) connects generosity with community needs by awarding grants, supporting community initiatives, building partnerships, awarding scholarships, and helping donors create lasting impact in Eden Prairie.

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

Position Overview

The Grants & Scholarships Committee plays a vital role in ensuring charitable dollars are invested where they can make the greatest impact. Committee members review grant and scholarship applications, evaluate community needs, and make funding recommendations that help improve quality of life throughout Eden Prairie and beyond.

This committee combines thoughtful analysis with community impact and is ideal for individuals who enjoy learning about local nonprofits, education, and community needs while helping guide meaningful philanthropic investments.

Committee members receive access to grant and scholarship applications, scoring rubrics, and review materials. Members independently score applications before participating in committee discussions and funding recommendation meetings.

What You'll Do

Committee members may:

- Review and score grant applications from nonprofit organizations serving Eden Prairie residents
- Evaluate scholarship applications for the Dr. Jean L. Harris Scholarship Program
- Assess applications using established criteria and scoring rubrics
- Participate in committee discussions regarding funding priorities and recommendations



- Consider community needs, organizational effectiveness, and potential impact when evaluating applications
- Help ensure a fair, transparent, and objective review process
- Attend committee meetings to discuss and finalize recommendations
- Serve as a steward of charitable resources entrusted to the Foundation

What You'll Gain

- The opportunity to directly influence how charitable dollars are invested to support local nonprofits, scholarships, and programs that improve quality of life in and around Eden Prairie
- A unique behind-the-scenes view of local nonprofit organizations and community needs
- Experience evaluating grant proposals and scholarship applications
- Opportunities to learn about philanthropy, grantmaking, and community investment
- Connections with community leaders, nonprofit organizations, and fellow volunteers
- The satisfaction of helping direct resources toward programs that create lasting impact

Who You Are

We're looking for someone who is:

- Passionate about community impact and philanthropy
- Fair-minded, objective, and thoughtful in decision-making
- Comfortable reviewing written materials and evaluating information
- Interested in learning about community needs and nonprofit programs
- Able to maintain confidentiality regarding applications and committee discussions
- Respectful of differing viewpoints and collaborative in group discussions
- Committed to helping ensure charitable funds are distributed responsibly and effectively

Prior experience in grantmaking, education, nonprofit leadership, philanthropy, finance, healthcare, human services, business, or community engagement is helpful but not required.

Schedule & Process

- Most committee work is completed remotely and on your own schedule.
- Members review and score applications independently using a provided rubric.
- Scores are compiled and discussed during committee meetings.
- Approximately three in-person meetings are held annually at Eden Prairie City Center, with a virtual participation option available.
- Time commitment varies throughout the year, with the busiest review periods occurring during February–April and July–August.



How to Apply

If you're interested in helping direct charitable resources to programs and students that make a difference in our community, we'd love to hear from you. Apply on or on our website: epcommunityfoundation.org or contact Executive Director, Emily Orr, at Emily@epcommunityfoundation.org.