



**CONSERVATION
MINNESOTA**

JOB DESCRIPTION—Treasurer, Board of Directors

At Conservation Minnesota, we are committed to building an inclusive workplace and environmental movement. We are an equal opportunity employer and welcome individuals with a variety of experiences, perspectives, and abilities. Applicants from non-traditional backgrounds, underrepresented groups, or historically marginalized communities are strongly encouraged to apply.

Why this job is important

In Minnesota, our 10,000 lakes, natural resources, and four distinct seasons define our lives. The Great Outdoors is where many of our most cherished memories with family and friends are created. Passing our experiences and traditions to the next generation and being good stewards of our lakes and land are values we all share. At Conservation Minnesota, we protect the Minnesota you love by solving our state's most important conservation problems.

Understanding the unique interests of individual Minnesotans helps us have a greater impact. In addition to focusing the efforts of each member on issues that motivate them, it allows us to demonstrate how different issues are interconnected, just like nature itself. Our members learn that other seemingly unrelated conservation priorities connect naturally to their concerns and provide new opportunities to make a difference. This unique approach to public engagement has made us the state's fastest growing conservation organization, expanding our network from 5,000 to over 100,000 people since 2012.

How You Will Be Spending Your Time

- As Treasurer, you serve as the Chair of the Finance Committee, keeping the board apprised of the financial health of the organization. You will support the Finance and Operations Director by being a resource throughout the fiscal year, lending your financial knowledge and providing guidance on financial issues that may come up.
- As Chair of the Finance Committee, you will lead hour long meetings with the committee members every other month and will present the findings of the committee to the full board. Additionally, you will help to facilitate the annual audit and the reporting of the audit results to the board.
- As Chair of the Finance Committee, you will also be a part of the Management Committee, attending an hour and a half long meeting every other month to prepare for the upcoming board meeting and set the agenda for the full board.
- As a board member, you will support the work of Conservation Minnesota and provide mission-based leadership and strategic governance. While day-to-day operations are led by Conservation Minnesota's Executive Director, the Board/ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

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- Serving as a trusted advisor to the ED you will provide leadership, governance and oversight by:
 - Developing and implementing Conservation Minnesota's strategic plan.
 - Reviewing outcomes and metrics created by Conservation Minnesota for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics.
 - Reviewing the agenda and supporting materials prior to board and committee meetings.
 - Approving Conservation Minnesota's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities.
 - Approving and supporting Conservation Minnesota's annual policy agenda.
 - Contributing to an annual performance evaluation of the ED.
 - Assisting the ED and board chair in identifying and recruiting other Board Members and strategic partners.
 - Serving on committees or task forces and taking on special assignments.
 - Representing Conservation Minnesota to stakeholders; acting as an ambassador for the organization in both fundraising and government/policy related matters.
- Conservation Minnesota Board Members will consider Conservation Minnesota a philanthropic priority and make annual gifts that reflect that priority. So that Conservation Minnesota can credibly solicit contributions from foundations, organizations, and individuals, we expect to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity.
- Additionally, Conservation Minnesota Board Members will support the fundraising and philanthropic activities of the organization by identifying, introducing, cultivating, and stewarding possible donors to the organization.
- As an advocate of the organization and its mission, you will support the policy agenda and approach once approved, and contribute to the attainment of Conservation Minnesota's goals through appropriate organization, advocacy and political activity.
- As a board member, you will serve a three-year term and be eligible for re-appointment for up to two additional terms. Board meetings are 2 hours long and held bi-monthly. Committee meetings are typically shorter in duration and will be held in coordination with the full board meetings. There are occasional board retreats and member appreciation events.

The values that will guide your work

Conservation Minnesota's growth and success are powered by these Core Organizational Values:

- **Listening First & Building Trust**

We start our relationships by trying to understand the goals and concerns of others. By both listening and reflecting what we learn in our actions, we build the kind of trusting relationships that power long term and successful partnerships with constituents, organizations, leaders and each

other. This particularly applies to those who may not identify as part of the traditional environmental community.

- **Common Ground**

Our work is focused on protecting the natural resources that all people rely on. We work to bring people together across difference to build community and find actionable solutions. We are powered by optimism instead of fear.

- **Collaborative Innovation**

To create the future we envision, we must not be trapped by past practice. We work together across departments and with key external partners in a constant state of creativity, experimentation, challenging assumptions, learning and growth. We are nimble, highly effective, and open to change.

- **Equity & Democracy in Action**

We believe in the inherent value and potential of every person. This belief is reflected in our commitment to equity and passion for utilizing the tools of democracy to make lasting and systemic change to improve people's lives. We make room for all aspects of living that bring us health and joy.

- **Lifelong Leadership**

We know it is possible to lead from any seat at the table and are committed to constantly pulling up more chairs. We understand the spark that is lit that when a person first realizes they can have a positive impact on others, in their own community or halfway around the world. We seek to ignite and cultivate that spark of leadership, first in ourselves, and then in Minnesotans of every age, ability, ethnicity, gender, and geographic region through our shared love for the people, places and outdoor experiences that define life in our home state.

What you have done

The best candidate for this position is someone who has:

- Demonstrated leadership in business, government, philanthropy, or other relevant area.
- A commitment to equity and inclusion and ensuring Conservation Minnesota is equally committed to engaging and representing Minnesotans of all walks of life and backgrounds.
- A commitment to and understanding of Conservation Minnesota's unique role and strategy for influencing public policy and the environmental/conservation sector.
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals.
- Personal qualities of integrity, credibility, and a passion for conservation.

Applying for a Board Position

To learn more about Conservation Minnesota and to apply for a board member position, visit: conservationminnesota.org/board. The deadline to apply for this posting is May 1, 2021.