



BOARD OF TRUSTEES JOB DESCRIPTION

ORGANIZATION OVERVIEW

Colorado Women's Education Foundation (CWEF) is a Boulder, Colorado, based 501(c)(3) nonprofit organization. CWEF has celebrated over 45 years providing scholarships to high-achieving Colorado women of non-traditional student age working for economic self-sufficiency through education. CWEF depends entirely on donations and wants to do more to empower women. Since its inception, CWEF has provided almost 700 scholarships to women totaling nearly \$640,000.

The Colorado Women's Education Foundation's (CWEF) mission is to invest in women who are transforming their lives through education ...for themselves, their families, and their communities.

CWEF realizes the value and power of education and it achieves its mission by supporting these women in the pursuit of their higher education goals and a career. CWEF believes education is the key to helping women become more economically self-sufficient. As well, CWEF's financial and personal investment in these women has many positive impacts extending far into the community.

CWEF awards scholarships to women of nontraditional student age for study at accredited educational institutions of higher learning or vocational training. Applicants must be at least 25 years old and demonstrate Colorado residency, academic potential, financial need, career goals, leadership skills, and community involvement. Please visit www.CWEF.org to learn more.

BOARD OVERVIEW

In collaboration with other Trustees, advisors, organizational staff and volunteers, the Colorado Women's Education Foundation's Board of Trustees provides vision and direction for the organization in areas including, but not limited to fundraising, strategic planning, leadership, technical assistance and advising on special programs/projects. As a board trustee, you are entrusted with a great responsibility to ensure the organization is complying with its mission and vision, as well as the specific laws and guidelines that govern 501(c)(3) nonprofit corporations.

DESIRED QUALIFICATIONS

CWEF seeks trustees with:

- A passion for helping women build self-sufficiency through education.
- A strong personal commitment to provide time, talents and treasures, while inspiring others to do the same, to support the organization's work to invest in women who are transforming their lives through education.
- Experience in education and/or scholarship programs. Seeking specific skills sets in finance, legal, marketing, social media, sales, fundraising and nonprofits.

- Ability and availability to participate in events, annual campaigns, and physical or virtual presence at a monthly board meeting.
- A positive attitude and a desire to have FUN while creating growth and change. Our trustees are key advocates for the work we do, helping us to inspire hope and progress for women through education.
- A desire to serve by empowering others, meeting the needs of our community, actively contributing to the development and performance of fellow Trustees, staff and volunteers and helping the organization grow so that it can create greater impact.
- The priority of making the Colorado Women’s Education Foundation one of your top two nonprofit commitments.

PRIMARY RESPONSIBILITIES

Leadership

- Determine and uphold the organization’s mission, values, and purpose.
- Select the President and Officers of the Board.
- Ensure effective organizational planning. The board must actively participate in an overall planning process and assist in implementing and monitoring the plan’s goals.
- Ensure adequate resources to fulfill the organization’s mission.
- Protect assets and provide proper financial oversight. The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
- Support and evaluate the organization’s Business and Program Manager (BPM). The board should ensure that the BPM has the moral and professional support needed to further the organization’s goals.
- Determine, monitor and strengthen organization’s programs and services.
- Ensure legal and ethical integrity and maintain accountability.
- Assist staff and other Trustees in identifying and recruiting additional board members.
- Serve on committees as appropriate.

Stewardship

- Play a key role in networking and partnership building for CWEF. Primary responsibilities include fundraising, resource generation and partnership development.
- Enhance organization’s public standing. Trustees should clearly articulate the organization’s mission, accomplishments and goals to the public and garner support from the community.
- Utilize contacts to increase CWEF’s visibility including increasing access to major donors (\$1,000 and up) and high-profile personalities that could benefit CWEF’s visibility such as corporate partners, media, academic communities and/or other nonprofit and government leaders.

REQUIREMENTS

All Trustee members are required to serve a term of 3 years and encouraged to meet the following Time / Talent / Treasure expectations:

Time / Talent:

Contribute your time and talent by attending the monthly board of trustees meetings and either serving in an officer role and/or chairing, co-chairing or as a member of one of the foundation's committees to advance the needs of the organization.

AND

Treasure:

Contribute individually and/or work with prospective donors (either one on one or during CWF sponsored fundraising events) to secure approximately \$2,000 per year (the equivalent of 1 scholarship).

TO APPLY OR BE CONSIDERED

Please email office@cwef.org with a copy of your resume and a brief email that explains your qualifications and interest in joining the Colorado Women's Education Foundation Board of Trustees.

We will follow up and arrange a time to meet on Zoom to discuss the potential of joining the board.