



## **Nature in the City Advisory Council Position Description**

### **Purpose:**

Nature in the City's Advisory Council (AC) oversees organizational strategy, direction, leadership, and communications in support of our mission. Nature in the City's (NTC) mission is to *connect everyone in San Francisco to nature by cultivating and conserving local habitats*. While day-to-day operations are led by NTC's Executive Director and staff, the AC-Director-staff relationship is a partnership, and appropriate involvement of the AC is critical.

### **About:**

Nature in the City is a project of Earth Island Institute, which maintains the legally-mandated Board of Directors for the nonprofit, and for 9% of NTC's earnings, provides back-end office administration and other services. Nature in the City's Advisory Council (AC) plays a similar role except for some of the legal and audit obligations.

### **Advisory Council Members Assist With:**

- Organizational leadership and strategic advising
- Fundraising and outreach
- Financial management
- Promotion of the organization
- Program planning and evaluation
- Personnel evaluation and staff development

**Length of Term:** Two years or more

### **Meetings and Time Commitment:**

- The Advisory Council meets monthly on Mondays from 5-6:30 on Zoom
- Committees meet an average of four to eight times per year, depending on priorities
- Attend two special events or meetings per year
- Attend in-person events such as walks and stewardship workdays
- Monthly time investment: 5-10 hours

### **Fundraising:**

NTC Advisory Council members are crucial to the organization's fundraising efforts and are asked to help with corporate sponsorship, major donor cultivation, serving as an ambassador, and networking. Revenue comes from grants, service income, and individual members/donors.

We ask that AC members consider NTC a philanthropic priority and make annual contributions, commensurate with their capacity, that reflect this priority.

**Expectations of AC members:**

- Enthusiasm for our mission!
- Serve as advocates and ambassadors, and help secure financial resources and partnerships
- Leverage their professional and personal skills to serve the organization
- Help communicate and promote NTC's mission and programs to the community
- Become familiar with NTC's finances
- Help identify personal connections that can benefit NTC's fundraising
- Understand and help shape the policies and procedures of NTC

**Qualifications:**

We seek individuals who are enthusiastic about NTC's mission and who have some nonprofit board leadership, fundraising, and/or business development experience. We value diversity and seek to create a strong council reflective of San Francisco's multicultural and economically diverse communities. Ideal candidates will have some of the following qualifications:

- Professional experience with leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- Willingness to engage in corporate sponsorship and major donor fundraising, & grant writing
- A commitment to nature in San Francisco, cultivating relationships, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a drive for improving nature in San Francisco
- A desire to enjoy time with our bright, kind, and fun team-both while working together and when we explore SF on nature walks, picnics, and other social events (introverts, we understand: join as much or as little as you like).

Service on NTC's Advisory Council is without remuneration, except for administrative support, in relation to AC duties. Please email [info@natureinthecity.org](mailto:info@natureinthecity.org) to discuss.