



Island Press Board of Directors

## Emerging Leaders Director Application

### DESCRIPTION

The Island Press Board of Directors includes two Emerging Leaders Director positions, who each serve a three-year term. The position is designed to support and nurture students and young professionals who wish to gain experience within nonprofit environmental organizations and book publishing. Emerging Leaders, who are volunteers and voting members of the Board of Directors, should be prepared to actively engage with the Board and staff on the strategies, finances, and governance issues that publishers and nonprofit organizations face and that will shape the future of Island Press.

Emerging Leaders are expected to attend Board Meetings either virtually or in person, and they may be asked to work with the Board of Directors and the senior management on Board committees and special projects.

The Board meets four times a year and has responsibility for the organization in the following matters:

- Establishing organizational policies, to be executed by the President and senior management.
- Assisting, guiding, and evaluating the progress of the organization and reviewing reports from the President and senior management in this regard.
- Electing Board members and officers and appointing committees it deems necessary.
- Assisting in raising funds to support the organization, and
- Monitoring and ensuring the organization's fiscal and legal well-being.

We will reimburse Emerging Leaders for expenses associated with attending meetings, including travel, lodging, and meals.

### APPLICATION PROCESS

Applicants for Emerging Leaders Director are invited to submit an application and resume in electronic format to [applications@islandpress.org](mailto:applications@islandpress.org). The Nominations and Governance Committee of the Board of Directors will select candidates for personal interviews on a rolling basis.

Following the interviews, the Nominations and Governance Committee will nominate one candidate to the Board for election as Director-elect. The election of any person to the Board requires the approval of the entire Board of Directors. Typically, the first meeting of an Emerging Leaders Director will be at the April or the November meetings.

## QUALIFICATIONS AND RESPONSIBILITIES

At the time of application, individuals should be at least twenty (20) years old; a degree-seeking undergraduate or graduate student in good academic and disciplinary standing or a professional who has graduated with an undergraduate or graduate degree in the last three years; and committed to fulfilling the duties of the position for the length of the two-year term. Applicants must be able to affirm that they are currently enrolled students in good academic and disciplinary standing or the confirmation of their degree at the time they submit the application.

Applicants should understand and share Island Press' vision, core values, and core competencies, as well as have the knowledge and skills necessary to fulfill the responsibilities of the position. Demonstrated interest in environmental science and issues and nonprofit organizations is important.

The responsibilities of the Emerging Leaders Director include:

- Serving a full three-year term.
- Attending Board and committee meetings as required by the by-laws and as necessary to be responsible Board Members and effective ambassadors for Island Press.
- Serve on committees as assigned and on task forces and special assignments.
- Seek out and inform the organization of relevant external information, trends, opportunities, and potential challenges in a timely fashion.
- Follow conflict-of-interest and confidentiality policies and submit annual Conflict of Interest forms.
- To make or secure an annual financial contribution to the organization that is meaningful and significant to you and to assist in raising funds to support the organization.

## TIMELINE

Applications for Emerging Leaders Director are accepted on a rolling basis. Please submit your application and resume electronically to [applications@islandpress.org](mailto:applications@islandpress.org) or deliver a paper copy to Director of Development, Island Press, 2000 M Street NW, Suite 480-B, Washington, DC 20036.

## APPLICATION INSTRUCTIONS

Please create a Word document including the information below, in addition to your responses to the application questions.

- Name
- School and Year/Date of Graduation
- Email Address
- Phone Number
- A statement attesting that you are a full-time student in good academic and disciplinary standing or affirming the confirmation of your degree.

Please answer the follow questions in no more than 200 words each:

- What interests you about the Emerging Leaders Director position?
- How has your interest in environmental issues been expressed in your academic work?  
Have you had any experience working with environmental organizations or other nonprofit groups?
- How do you envision carrying forward your experience as an Emerging Leaders Director in your educational or professional life?

Please include at least one letter of recommendation from a faculty member, faculty advisor, or administrator of your college or university or your professional supervisor and an up-to-date resume with your application.