



**The Pokagon Fund is Accepting Applications for a Jointly Selected Director  
to serve on its Board of Directors**

The following is a Candidate Profile for this position

**About the Position**

The Pokagon Fund is seeking candidates to fill an upcoming opening on its Board of Directors (“Board”) for a partial term beginning the day of appointment and running through April 2023. The selected individual will be eligible for appointment to a full three-year term running from May 2023-April 2026. The Board holds its regular meetings at 2:00p on the third Wednesday of each month and its annual meeting in early December (usually the first Thursday at a time that is TBD). Other committee work and special meetings occur as needed.

While formal votes are taken for Board action, individual directors work largely through a consensus-building model. It is a deliberative body where preparation, attendance, and participation are key.

Applicants should not be shy about expressing their opinions about the matters before the Board and should expect that those opinions will be listened to, respected by, and considered by the other directors. Applicants should also respectfully listen to and consider the opinions of other directors. Current TPF directors describe the Board’s culture as professional, thoughtful, and strategic.

**Threshold Criteria**

Any candidate seeking consideration must meet the following criteria:

- Be a resident of the “New Buffalo Region” which includes the City of New Buffalo; the Townships of Chikaming, New Buffalo, and Three Oaks; and the Villages of Grand Beach, Michiana, and Three Oaks.
- Willing to adhere to the duty of care, duty of loyalty (including avoiding possible conflicts of interest and self-dealing), and duty of obedience with respect to The Pokagon Fund.
- Be 18 years or older on the day that his or her term begins (approximately February 15, 2023 but the timeline is subject to change without notice)

Anyone who does not meet any single criteria listed above is not eligible to serve as a jointly-selected director on The Pokagon Fund Board.

**Preferred Attributes**

The Pokagon Fund is seeking an individual who can contribute to the strong and supportive culture of the Board and help achieve the objectives of the Fund’s strategic plan. We believe that individuals with successful experience in the areas below are in an advantaged position to help lead the Fund as a jointly selected director. **We understand that one candidate may not possess all these characteristics and an individual who possesses one or more of them should consider submitting an application.**

- Understanding of the history and unique cultural dynamics of The Pokagon Fund service area.
- Project Management experience.
- Nonprofit startup and capacity building to address identified community needs, especially in a community foundation setting.
- Educational experience (pre-K-12, skilled trades training, or postsecondary).
- Communications and marketing.

The Pokagon Fund  
Candidate Profile  
Jointly Selected Director

- Knowledgeable about nonprofit and municipal finance, especially the ability to read/interpret financial statements and reports (including investment accounts).

**To Be Considered**

To be considered for this opening, please complete the attached application form (submitting a current résumé OR biographical statement in addition to the completed application is optional but encouraged). Send these materials to The Pokagon Fund using one of the methods listed below. The completed application materials must be received by the Fund no later than January 6, 2023:

By Mail: The Pokagon Fund, 821 E Buffalo St, New Buffalo, MI 49117

Drop Off (in person): The Pokagon Fund, 821 E Buffalo St, New Buffalo, MI 49117 (a drop box is available for after-hours drop offs)

By E-mail: [dpetersen@pokagonfund.org](mailto:dpetersen@pokagonfund.org)

Any questions about the Fund or this Board opening should be directed to Dan Petersen, TPF Executive Director, at (269) 612-8746 or [dpetersen@pokagonfund.org](mailto:dpetersen@pokagonfund.org).

Those selecting the individual to fill this position may hold interviews (in person or virtually), verify information submitted in the application material, or gather additional information from or about the candidate.

TPF reserves the right to accept or reject any or all candidates who apply for this Board opening.



# THE POKAGON FUND

## CANDIDATE APPLICATION

For Jointly Selected Director Position on TPF Board of Directors

Full Legal Name: \_\_\_\_\_

What name do you prefer to be called? \_\_\_\_\_

Address of Residence: \_\_\_\_\_ Email Address: \_\_\_\_\_

\_\_\_\_\_ Phone Number: \_\_\_\_\_

Are you currently a resident of The Pokagon Fund Service area?\* (circle one)      YES      NO

How long have you been a resident of The Pokagon Fund Service area?\* \_\_\_\_\_

Are you a citizen of the Pokagon Band of Potawatomi Indians? (circle one)      YES      NO

In which of the following areas do you have experience that you feel would benefit The Pokagon Fund (circle all that apply):		
Understanding of the history and unique cultural dynamics of The Pokagon Fund service area.	Project Management experience.	Communications and marketing.
Educational experience (pre-K-12, skilled trades training, or postsecondary).	Knowledgeable about Nonprofit and municipal finance, especially the ability to read/interpret financial statements and reports (including investment accounts).	Nonprofit startup and capacity building to address identified community needs, especially in a community foundation setting.

What other skills or experiences do you possess that you feel would benefit The Pokagon Fund?

\_\_\_\_\_

\_\_\_\_\_

Please list any organizations with which you have had a professional, employment, volunteer, or independent contractor relationship in the past 12 months:

\_\_\_\_\_

\_\_\_\_\_

Please attach a résumé or biographical statement to this application (this is optional but encouraged).

By submitting this application and any accompanying documents, I represent that all information being provided is truthful and complete, signed:

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

\* The "Pokagon Fund Service Area" includes the City of New Buffalo; the Townships of Chikaming, New Buffalo, and Three Oaks; and the Villages of Grand Beach, Michiana, and Three Oaks.

The completed application and résumé/biographical statement can be mailed or returned to: The Pokagon Fund, 821 E Buffalo St, New Buffalo, MI 49117 (please be sure to call before dropping off the material in person to ensure that someone will be there to receive it) or via email to [dpetersen@pokagonfund.org](mailto:dpetersen@pokagonfund.org). These materials must be received at The Pokagon Fund (postmarks irrelevant) by 01/06/2023.