

Friends of Ottawa National Wildlife Refuge

Community Impact Ambassador

Job Description

Friends of Ottawa National Wildlife Refuge (FONWR), a 501(c)(3) nonprofit organization located in Oak Harbor, Ohio, is seeking a volunteer who is passionate about strengthening community partnerships and expanding local support for conservation at the Ottawa National Wildlife Refuge Complex.

JOB TITLE

Community Impact Ambassador

LEVEL

Assistant

ACCOUNTABILITY

Reports to the Executive Director and collaborates with Outreach Committee.

TIME COMMITMENT

Flexible based on volunteer availability. Approximately 2 to 4 hours per month.

JOB SUMMARY

Serve as a relationship-builder between FONWR and local businesses, helping expand community involvement and financial support that fuels refuge programs, habitat restoration, and visitor experiences.

DUTIES AND RESPONSIBILITIES

Specific duties include:

- Assist FONWR in securing sponsorships and door prizes from local businesses
- Build and nurture relationships with business owners and community leaders
- Identify potential new business partners within a 30-mile radius
- Help communicate the mission and impact of FONWR to prospective sponsors
- Support fundraising campaigns through outreach and local visibility
- Other duties as agreed upon by the Executive Director and the volunteer

SKILLS NEEDED

- Strong communication skills, especially in relationship-building and conversational “sales”
- Comfort initiating conversations with business owners
- Positive, professional demeanor

INTER-RELATIONSHIPS

Regular contact with FONWR staff and business owners or their representatives

WORKING CONDITIONS

- Ability to travel is necessary. Major business focus will be within a 30 mile radius

COMPENSATION

- Satisfaction in expanding the local support base for conservation
- Opportunity to strengthen community-business relationships
- Development of outreach, networking, and nonprofit partnership skills
- Collaboration with a team committed to making Ottawa National Wildlife Refuge a premier destination

NEEDED ATTRIBUTES

- Ability to communicate effectively, both verbally and non-verbally
- Ability to work collaboratively with staff and volunteers
- Respect for natural resources and commitment to conservation values

CONTACT

For more information or to express interest in being a Community Impact Ambassador, please contact:

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