

Friends of Ottawa National Wildlife Refuge

Grant Volunteer

Job Description

Friends of Ottawa National Wildlife Refuge (FONWR), a 501(c)(3) nonprofit corporation located in Oak Harbor, Ohio is seeking a volunteer who shares our passion for engaging the FONWR members and the public in increasing conservation knowledge and awareness with a focus on the Ottawa National Wildlife Refuge Complex and the FONWR.

JOB TITLE

Grant Volunteer

LEVEL

Assistant

ACCOUNTABILITY

Reports to the Executive Director. Works with Board Grant Champion.

TIME COMMITMENT

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

JOB SUMMARY

Assist with identifying, applying for and obtaining grants to support the FONWR and the Ottawa National Wildlife Refuge Complex

DUTIES AND RESPONSIBILITIES

Specific duties include:

- Research and apply for grants that support the FONWR Strategic Plan
- Develop a network of other Friends groups that could help with grant identification and application
- Assist the FWS in applying for grants that support the mission of the Ottawa National Wildlife Refuge Complex
- Prepare grant reports as requested by the granting agency and by the FONWR board
- Other duties as agreed upon by the Executive Director and the volunteer

SKILLS NEEDED

- Ability to search data bases for appropriate grants
- Ability to prepare grant applications based on the criteria in grant opportunities
- Good written communication skills for grant application and grant reporting
- Good communication skills
- Good interaction skills

INTER-RELATIONSHIPS

Contact with FONWR staff, FWS staff, representatives of other Friends groups and representatives of granting agencies

WORKING CONDITIONS

- Most of the work can be done off-site with internet access

COMPENSATION

- Pleasure in increasing the support base for the FONWR
- Utilizing and improving grant procurement skills
- Interaction with staff and other volunteers who are committed to making the Ottawa National Wildlife Refuge a premier stopping point for visitors

NEEDED ATTRIBUTES

- Ability to communicate effectively written, verbally and non-verbally
- Ability to work effectively with others
- Ability to demonstrate respect for natural resources

CONTACT

For more information or to express interest in being a Grant Volunteer, please contact:

Aimee Arent
FONWR Executive Director
14000 W. State Route 2
Oak Harbor, Ohio 43449
419-898-0014 Office
567-277-1242 Cell
friendsofottawanwr@gmail.com