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