

Friends of Ottawa National Wildlife Refuge

Local Fundraising 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

Fundraising Volunteer

LEVEL

Assistant

ACCOUNTABILITY

Reports to the Executive Director. Works with Fundraising Committee.

TIME COMMITMENT

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

JOB SUMMARY

Assist with involving the local community in supporting the vision and mission of the FONWR

DUTIES AND RESPONSIBILITIES

Specific duties include:

- Assist the FONWR in registering for community rewards programs (i.e., Kroger, Meijer, etc.)
- Assist the FONWR in registering for tax-exempt status and local businesses and chain businesses
- Assist the FONWR in securing sponsorships and door prizes from businesses
- Other duties as agreed upon by the Executive Director and the volunteer

SKILLS NEEDED

- Good planning skills to identify businesses and plan efficient visitation route
- Good communication skills with emphasis on sales communication skills
- Good interaction skills

INTER-RELATIONSHIPS

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

- Pleasure in increasing the support base for the FONWR
- Utilizing and improving personal skills to create better awareness and involvement of businesses
- 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, both 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 Local Fundraising Volunteer, please contact:

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