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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