

**Education Coordinator** (*Volunteer Position*)

Friends of Willow Rabbit Rescue is looking for a Education Coordinator to join our team of volunteers helping rabbits in need in Southern Maine. Duties would include scheduling tabling events and other education appearances by responding to requests from outside groups (Pet Life, Paws in the Park, schools, First Friday Art Walk, etc.), and researching and reaching out to new opportunities. This individual will work closely with the Volunteer Coordinator to staff these events, and the Foster Coordinator to facilitate appearances of adoptable rabbits when appropriate. The Education coordinator will also be asked to maintain a spreadsheet of our education partners with information on contact and events, and maintain an up-to-date event calendar to be shared with the Friends of Willow Board of Directors and Web Coordinator.

**Volunteer Coordinator** (*Volunteer Position*)

Friends of Willow Rabbit Rescue is looking for a Volunteer Coordinator to join our team of volunteers helping rabbits in need in Southern Maine. Duties would include keeping all the volunteer websites updated with the current volunteer positions. The Volunteer Coordinator would also be in charge of responding to any inquiries involving new and existing volunteers. For this position the volunteer coordinator is in charge of finding and setting up volunteers for events that arise and maintain good records.

**Corporate Sponsor Coordinator** (*Volunteer Position*)

Friends of Willow Rabbit Rescue is looking for a Corporate Sponsor Coordinator to join our team of volunteers helping rabbits in need in Southern Maine. The ability to either walk into a business, call a business or email a business in an effort to attain a sponsorship. Need good people skills. Need a respectable tone when representing our non-profit. Need to maintain local business contacts. They will need to maintain the relationship with the businesses that do become sponsors and will need to be able to explain what Friends of Willow is to people. Need to be able to keep good records of who you contacted and how your efforts are panning out. You will be provided marketing materials, information on our non-profit and a list of companies we are interested in obtaining sponsorships from.

## **Board Member Friends of Willow**

**Posted:** 3/14/17

**Position Type:** Board (Unpaid)

**Domain:** Animal Welfare

**Location:** Portland, ME or remote if needed

### **Organization Information**

**Website:** [www.friendsofwillow.org](http://www.friendsofwillow.org)

**Mission statement:** Friends of Willow is a 501(c)(3) nonprofit organization. Friends of Willow is dedicated to providing rescue, shelter, medical care, and spay/neuter services for abandoned, abused, or neglected rabbits in Southern Maine. The mission of Friends of Willow is to (1) place all of these rabbits into permanent and loving, safe indoor homes and to (2) educate the public regarding companion rabbit care, the benefits of adopting, and the importance of spaying and neutering.

### **Position Detail**

#### **Job Description:**

We are currently recruiting for individuals to serve on the Friends of Willow (FOW) Board of Directors (BOD). The role of the BOD is to ensure the organization is fulfilling its mission. When BOD members embrace their responsibilities, commit to engage productively, and contribute generously to serve the best interests of the FOW, they can accomplish great things in achieving the mission and the organization's greater potential.

Serving on the FOW BOD can provide an extraordinary opportunity for an individual who is passionate about improving the lives of animals. BOD members are expected to be active advocates and ambassadors for the organization and be fully engaged in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission

#### **Responsibilities:**

- Annual "give-or-get" commitment of at least \$1000. Commitment can be met by personal contributions, solicitations, or a combination
- Develop and implement an individual fundraising plan
- Represent the organization in and to the community
- Be aware of the organization's program priorities
- Evaluate the organization's existing programs against its stated purpose
- Lend expertise and experience to the organization
- Exercise due care in overseeing the activities of the organization  
Select and evaluate the organization's executive staff
- Ensure that members of the BOD reflect the communities served by the organization
- Be willing to work respectfully
- Correct and take responsibility for errors and oversights

- Be accessible to staff and to others BOD members
- Prepare well for meetings
- Ensure legal and ethical integrity
- Protect assets and provide proper financial oversight
- Work to maintain continued growth of the BOD and FOW

**Duties:**

- Attend at a minimum 75% of BOD meetings each year. Board meetings are scheduled around member schedules.
- Attend our annual major fundraising events.
- Participate as a member on at least three committees and serve as a coordinator for at least one.
- Regularly attend committee meetings.
- Make a two-year commitment to serving on the BOD.

**Qualifications:**

- Excellent communication and writing skills
- Ability to maintain a respectable tone when representing FOW
- Willing to make a commitment to the organization's mission and goals
- Willing to make a financial commitment
- Reliable access to online email, drive, and database platforms
- An affinity for cultivating relationships, building consensus among diverse individuals, and inspiring action
- Able to attend and prepare for committee and BOD meetings
- With experience in business, finance, technology, education, strategy development, fundraising, and/or public relations
- Understanding that participation requires a high level of commitment and time
- A collaborative decision-maker
- Have a strong desire to help the organization raise funds for its work
- Able to exercise appropriate judgment and oversight

**How to Apply:** To apply, please send a resume and letter of interest to Rachel Church, BOD President, at [info@friendsofwillow.org](mailto:info@friendsofwillow.org).