

Are you passionate about helping the environment? Salthaven is looking for volunteers in the London area! Join our team

Organization: Salthaven Wildlife Rehabilitation & Education Centre

Contact: wildlife@salthaven.org

Address: P.O. Box 601
Mount Brydges, Ontario N0L 1W0

Phone: 519-264-2440

Term: Two years, renewable.

Members are appointed by the Chair contingent on the approval of Brian Salt, Founder and CEO.

Committee Name:

Grant Writing Committee

Mission: Salthaven Wildlife Rehabilitation & Education Centre is committed to the care and rehabilitation of sick, injured, orphaned and compromised wildlife. Our goal is to return healthy animals to their natural habitat. Through education, we are dedicated to increasing public awareness about, and respect for, issues affecting Canadian wildlife.

Objective: By participating in productive and inclusive meetings, this committee's main objective is to:

Support Salthaven's mission through the discovery, application and reporting of funding opportunities.

The above objective will be accomplished by:

Goals:

1. Research funding opportunities.
2. Write, edit and submit grant applications.
3. Prepare requisite grant reports.
4. Establish relationships with funding agencies, e.g., letters of introduction.
5. Maintain contact with previous funders.

Duties:

Committee Members will:

- meet regularly to review goals as well as report on individual and small group progress
- actively manage their commitments to this committee
- volunteer for and accept assignments
- stay informed about committee matters
- prepare for meetings by submitting relevant reports 4 days prior to the meeting
- review all documents prior to each meeting

- communicate on issues related to minutes and reports during meetings
- build working relationships with other committee members
- actively participate in annual reviews of the committee objective and goals
- participate in ongoing recruitment for this committee
- ensure regular attendance at committee meetings

- Qualifications:** A successful Committee Member should:
- Be dedicated to the well-being of wildlife and environment.
 - Inspire creativity and innovative thinking.
 - Have experience in committee work, preferably in a non-profit, management, business and/or committee specific setting.
 - Demonstrate concepts of fairness, justice, public service, and social values. Have a high level of interpersonal skills.
 - Have an ability to problem solve and champion best practices.
 - Have a willingness to work effectively with limited resources available to the organization. Possess the ability to propose concrete, impactful, and realistic ideas.
 - Have excellent oral and written communication skills
 - Exercise sound judgement, discretion, and tact.

Membership: The Committee will be composed of, but not limited to, individuals from the following categories:

• Proposal writer	• Copywriter	• Communications and Marketing Coordinator
• Fundraiser	• Editor	• BA or MA student; English and Writing Studies
• Writer		

Commitment: Meetings once a month, 1 hour per meeting. Be willing to commit 8-10 hours per month. Meetings are to be a return and report meeting.

Location: Mount Brydges, ON or Salthaven's UnLondon downtown London office.

Stipend: None. This is a volunteer position.

To Apply: Please respond by filling out the application form on salthaven.org and emailing a copy of your resume to wildlife@salthaven.org. Please write ATTENTION Grant Writing Committee.

Thank you for your interest in Salthaven.