



Animal Welfare grant reviewer job description

Position Overview: The primary role of this position is to review proposals to MaineCF's Animal Welfare grant program, provide comments to applicants, and recommend funding based on the program criteria and priorities.

Key Responsibilities:

- Read and evaluate submitted Animal Welfare proposals and make recommendations based on the program criteria and priorities
- Participate in review training and information sessions as needed
- Read and complete form agreeing to abide by MaineCF's Conflict of Interest, Code of Conduct, and Whistleblower policies.

Training & Support Provided:

- Volunteers will have access to the Animal Welfare staff for questions and support
- Volunteers will receive a general overview of MaineCF and the Animal Welfare grant program
- Volunteers will receive training about MaineCF's proposal review process, including using our online system.

Time Commitment/Schedule:

- Volunteers must participate in a one-hour orientation and online review training in early June
- Volunteers must commit to reviewing 6-8 proposals, approximately 4-6 hours to review proposals online between mid-June and mid-July. *NOTE: Time commitment may vary depending on the number of volunteers recruited and the number of applications received.*
- Volunteers must submit their evaluations by end of the day Monday, July 10, 2022

Qualifications & Skills Needed:

- Volunteers should have general knowledge of Animal Welfare issues and organizations in Maine
- Volunteers should have access to the internet and a computer and be comfortable using an online system
- Volunteers should have the ability to evaluate proposals based on specific criteria

Conflict of Interest:

It is in the best interest of Maine Community Foundation to be aware of and properly manage all conflicts of interest and appearances of conflict of interest. Volunteers are expected to disclose all conflicts of interest to ensure that the review process is conducted in compliance with our conflict-of-interest policy.

Stipends:

Reviewers will receive a \$350 stipend as an appreciation for their time and contribution to the Animal Welfare decision process.

If interested:

Please complete this [volunteer questionnaire](#) and contact John Ochira, program officer, at jochira@mainecf.org or (207) 412-0837 by May 25, 2023. For more information see the Animal Welfare [webpage](#).