



**Marine Mammal Care Center Los Angeles
Administrative & Development Coordinator**

Reports to: President/CEO

Term: At will

Base Hours: 40 hours per week

Work Location: Hospital & Education Facility (San Pedro)

Schedule: Arranged with Supervisors

Training: Attend required staff training

Compensation: \$50,000/year DOE

Position Description: Duties are subject to change.

Position Summary:

The Administrative & Development Coordinator (“Admin Coordinator”) works closely with the Chief Executive Officer to manage all aspects of accounts payable and processing day-to-day financial transactions for MMCC. The Admin Coordinator plays a key role in ensuring the maintenance of MMCC’s financial records and organizational stability by carefully monitoring basic financial trends, maintaining accuracy and compliance with accounting policies/procedures, building a foundational knowledge of bookkeeping best practices, and investigating ongoing opportunities to employ potential cost-saving strategies. The Admin Coordinator also provides administrative support in fundraising, event planning, and outreach as well as implements donor cultivation and stewardship activities and events. In addition, the Admin Coordinator will also maintain separate financial records for an affiliated entity to the MMCC. The ideal candidate will be meticulous and process-driven, with the ability to effectively interface with other staff, donors, and the public.

Primary Responsibilities:

Key tasks and areas of responsibility might include, but are not limited to:

Bookkeeping & Financial Processes

- Ensure the timely and accurate processing of accounts payable in accordance with Internal Controls processes; accurately code and enter bills and expenses in QuickBooks, and prepare checks or make online payments with proper approvals.
- Process and record a variety of accounting transactions, including: bills, credit card expenses, payments, receipts, contributions from various sources, bank deposits, and bank transfers.
- Reconcile credit card statements; monitor bills and charges from all sources, pursuing corrections, refunds, returns, and avoidance of miscellaneous charges when necessary.
- Manage insurance policy renewals and similar compliance items.
- Manage continuing and new vendor contracts, including the collection of W-9s.
- Maintain complete and orderly electronic and paper filing systems to support financial record-keeping requirements and vendor relationship management.
- Ensure appropriate storage, retention, protection, and destruction (when necessary) of paper and electronic financial records, as dictated by the organization's policies.
- Liaise with accountant regarding monthly reporting and reconciliations, as needed.
- Assist Development Manager in the processing of accounts receivable and incoming donations, as needed.
- Handle bank deposits and transactions, as needed.
- Perform other bookkeeping and general administrative duties as assigned.

Development

- Support the integration of fundraising best practices into all fundraising activities including cultivation, solicitation, and stewardship strategies for annual, major, and planned giving.
- Provide administrative support in fundraising, event planning, and outreach.
- Implement donor cultivation and stewardship activities and events.
- Create proposals for solicitation of restricted gifts as well as follow up reports for donors making restricted gifts, as needed.
 - Develop timely impact reports for donors that express the value of their philanthropic investment.
- Model the highest level of integrity and donor-centric behavior with all constituents, with a goal of anticipating needs and exceeding expectations.
- Miscellaneous on-going front-office administrative tasks such as electronic file maintenance, answering the telephone, monitoring mail, assisting with correspondence and mailings, and general problem solving.
- Perform all other duties as assigned by CEO in support of overall organizational goals.

Knowledge Management & Resource Development

- Proactively identify and suggest ways to increase efficiency, reduce expenses, and streamline processes; assist with implementing measures to achieve such aims.
- Create reports and templates, as requested.
- Assist with documenting financial, Internal Controls, and administrative processes, particularly toward the aim of creating and maintaining a Bookkeeper Job Manual.
- Capture and synthesize organizational learning/institutional knowledge to be shared with the wider organization team.

Knowledge, Skills and Abilities

Interpersonal

- Strong work ethic, initiative, and ability to anticipate tasks/needs ahead of time.
- High level of personal and professional integrity, with proven success in managing confidential and sensitive information.
- Tactful, effective, and diplomatic communication and relationships building skills with an ability to prioritize, negotiate, and work with internal/external stakeholders at all levels.
- Excellent analytical abilities, intellectual curiosity, strong technical skills, and the ability to work with and synthesize the needs of cross-functional teams.
- Exceptional judgment, problem-solving skills, attention to detail/accuracy, and reliability.
- Ability to establish priorities among concurrent projects and meet deadlines.
- Willingness to assist wherever needed, including with multiple departments, while juggling a diverse workload and setting necessary expectations for project completion.
- Commitment to continuous learning and improvement, meeting high standards, and working hard as a member of a supportive and caring team.
- Ability to perform all duties with a high degree of autonomy and as part of a collaborative team.
- Flexible, cooperative, service-minded and enjoys being an active member of a diverse team.

Minimum Qualifications

- Minimum 2 years of college Accounting courses preferred.
- Minimum 2 years bookkeeping experience using QuickBooks required; QuickBooks Online and nonprofit bookkeeping experience preferred.
- Proficiency with Microsoft Office (especially Excel).

Physical Demands

- Must be physically able to access all work areas and perform all tasks and services required to fully perform the requirements of the job.
- Personal transportation required.
- Must be able to lift 40lbs comfortably and safely (e.g., books and merchandise).
- Requires working under some pressure: meeting deadlines, handling schedules, establishing and maintaining cooperative and productive work relationships with colleagues members of the community and partners in a tactful and courteous manner and in a variety of situations.
- Availability to work additional hours or weekends, as projects or events demand.

How to Apply

Applications will be reviewed as received until an appropriate candidate is selected. MMCC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment in the workplace.

If interested in applying for this position please send your CV, list of references, and a cover letter to abecerra@marinemammalcare.org. In the subject line please write your last name and Administrative & Development Coordinator.