



Fundraising and Event Planning

The Marine Mammal Care Center Los Angeles (MMCC) is a hospital for seals and sea lions located in San Pedro. Our mission is to rehabilitate marine mammals with the goal of releasing them back to their natural environment, and to educate the public about our patients and ocean conservation. The National Marine Fisheries Service depends on MMCC to carry out the important goals of the Marine Mammal Protection Act. As a non-profit organization, MMCC's primary funding is provided by individuals, charitable foundations, private businesses, and corporations. MMCC operates with dedicated volunteers and staff working diligently to rehabilitate sick, injured, or malnourished seals and sea lions who are rescued on beaches from north of Zuma all the way to Seal Beach.

Role Description:

The Fundraising and Event Planning Volunteer will assist the Development Team with the stewardship of new and continued donors and the planning of fundraising events. This volunteer reports to the Development Manager and CEO. This role may include a combination of remote work, off-site for events, and on-site at the hospital in San Pedro. Duties may include:

- Communication with MMCC Supporters
- Event Planning
- Event Management

Commitment:

The Fundraising and Event Planning Volunteer will commit to assisting on a project-by-project basis and will be agreed upon with the Development Manager. New volunteers should expect to commit to approximately 10 hours per week while getting started.



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Requirements:

The Fundraising and Event Planning Volunteer must be 18 years or older. No previous experience is required but event planning or donor stewardship experience is preferred. The volunteer should be competent in all the following areas:

- Able to lift up to 25lbs.
- Time Management
- Collaboration Skills
- Stress Management/Composure
- Communication Proficiency

The selected candidate will participate in a full volunteer on-boarding process including an interview, background check, orientation, and training.

Position Impact:

The Fundraising and Event Planning Volunteer will play a vital role in the stewardship of donor relationships. By assisting the Development team, this volunteer will directly impact MMCC's ability to continue its important mission.

The Fundraising and Event Planning Volunteer will be able to develop and use new skills in donor stewardship and event planning. This opportunity offers a flexible commitment level once established in the role.

Contact:

For questions, or to apply for this important volunteer role, contact the Volunteer Services Manager at kwong@marinemammalcare.org.



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