



Development Volunteer – Marine Mammal Care Center

Location: San Pedro, CA

Time Commitment: 4 hours/week

Reports To: Development Manager

Position Type: Volunteer (unpaid)

About Us:

The Marine Mammal Care Center Los Angeles (MMCC) is a 501(c)(3) non-profit organization and a leader in the field of marine mammal health and conservation. MMCC is the only organization authorized by the National Oceanic and Atmospheric Administration (NOAA) to respond to marine mammals in distress year-round along the entire Los Angeles County coastline from Malibu to Long Beach, Catalina Island, and at sea.

Mission and Vision:

The mission of the Marine Mammal Care Center Los Angeles is to inspire ocean conservation through marine mammal rescue and rehabilitation, education, and research. Our vision is of a healthy ocean ecosystem where people and marine life thrive together.

Position Summary:

We are seeking an enthusiastic and detail-oriented **Development Volunteer** to support our donor engagement and fundraising efforts. This role is perfect for someone passionate about marine mammal rescue and rehabilitation who seeks to bring their expertise to the position or gain valuable experience in nonprofit development. The ideal candidate is a confident communicator with superb listening skills and strong phone etiquette.

Tasks will include:

- Assisting in updating donor reports and maintaining accurate records
- Helping with donor acknowledgments, both verbal and written
- Supporting grant-writing efforts, including prospective research and calendarizing deadlines
- Facilitating the cultivation of new individual, foundation, and corporate donor leads
- Tracking in-kind donations and assisting with donation documentation
- Providing donor engagement support

Time Commitment:

Due to the variety and frequency of development needs, the Development Volunteer is needed weekly, with a commitment of one year to the position for training and efficiency purposes. The specific schedule will be discussed during the interview process.

Requirements:



The Development Volunteer must be 18 years or older. Each volunteer must have reliable transportation to the hospital. Each selected candidate will participate in an onboarding process, including an interview, orientation, background check, and training.

The Development Volunteer should feel comfortable in all of the following areas:

- Learning about marine wildlife, ocean conservation, and nonprofit work
- Initiating conversations with prospective partners
- Speaking about the mission to encourage support
- Being detail-oriented with excellent organizational skills
- Strong written and verbal communication skills, including polished phone etiquette
- Using tools like Excel, Google Docs, and email
- Working independently and collaboratively in a team environment
- Familiarity with Raiser's Edge is a plus

Benefits:

- Join a passionate group of people making a difference
- Gain hands-on experience in nonprofit fundraising and donor engagement
- Contribute to a meaningful mission of rescuing and rehabilitating marine mammals and inspiring ocean conservation
- Build professional skills in nonprofit development or exercise expertise to help improve these efforts
- Volunteer recognition and letter of recommendation available upon request

Contact:

For questions or to apply for this important volunteer role, contact the Volunteer Services Manager, Kelsey Wong (she/her), at kwong@marinemammalcare.org.