



## Position Description

**Position Title:** Development Volunteer

**Job Classification:** Volunteer

**Location:** HSWRI offices on Mission Bay, 2595 Ingraham Street, San Diego, CA 92109, or out in the community at various events and exhibitions.

**Purpose Summary:** This position will provide valuable experience to the volunteer in fundraising, relationship building and event planning. This volunteer opportunity is best suited for individuals with an interest in gaining experience in the non-profit sector, in particular the marine sciences sector; along with anyone with a passion for the conservation of our oceans, sea life and coastal areas. Volunteers are highly valued members of the HSWRI team and contribute to making a significant difference in HSWRI's ability *"to return to the sea some measure of the benefits derived from it"*. Development Volunteers serve the needs of the Development (fundraising) Department for Hubbs-SeaWorld Research Institute (HSWRI).

**Length of Service:** Three months initial volunteer commitment. May be extended at supervisor's discretion.

**Time Commitment:** 8-10 hours per week, flexible time ranges.

**Support:** Training for this position will be provided. Development Team members will be available for questions and assistance.

**Dress Code:** Casual Business

### **Responsibilities and Duties:**

- Assist with all donor stewardship, renewal and recognition activities
- Participate in the planning and execution of fundraising events
- Represent the Institute at community "tabling" events
- Drive to and set up exhibition tables with Institute information
- Share your knowledge and enthusiasm of Institute programs with the general public (information training will be provided)
- Handout Institute marketing materials
- Strive to get members of the general public to sign up for the Institute's email list and tour interest list
- Search online for events and "tabling" opportunities in the city
- General clerical and administration: copies, filing, etc.
- Database entry, mail merges, etc.
- Space organizing
- Outgoing phone calls as requested
- Vendor interactions
- Reports to two Development Team members

**Qualifications:**

- Desire to support the mission of HSWRI
- Organizational and time management skills
- Excellent written and verbal communication
- Excellent proofreading skills
- Works well independently and as part of a team
- Database experience
- Good computer and typing skills
- Good phone skills, must speak fluent English
- Pleasant manner, patience, problem-solving ability, dependability
- Enjoys special events and working with the public
- Public Relations/Development/Fundraising experience preferred
- Ideal candidates will have a high interest in, or previous experience focused on, marine science or marine conservation

**Requirements:**

- Minimum 18 years old
- Must have transportation
- Able to lift up to 25lbs.
- Applicants must supply a copy of current driver's license for identification purposes

**How to apply:** Please send completed application in either Word or text format to [hr@hswri.org](mailto:hr@hswri.org). This is an unpaid volunteer position.