



The Marine  
Mammal Center.

## OUR MISSION

The Marine Mammal Center advances global conservation through marine mammal rescue and rehabilitation, scientific research, and education.

## WHAT MOTIVATES OUR WORK

The ocean is in trouble. From the depletion of fish stocks to increasing ocean temperatures, human activity threatens marine ecosystems that are vital to the health of our ocean and all life on earth. As a critical first responder to these threats, The Marine Mammal Center is leading the field in ocean conservation through marine mammal rescue, veterinary medicine, science, and education. Marine mammals are ecosystem indicators, and these animals provide insights into human and ocean health threats. Together, we are taking action today to support a network of scientists and stewards to protect our shared ocean environment for future generations.

To advance our mission, we focus our work in **three** key program areas:

1. **Animal Care:** With a volunteer force numbering more than 1,200 and the support of a concerned public, the Center is able to respond to marine mammals in distress. Sick and injured animals are treated and rehabilitated at our state-of-the-art veterinary facilities where we care for our patients until they can be released back to their ocean home. Covering a rescue range that spans 600 miles of California coastline and the Big Island of Hawai'i, the Center responds to more stranded marine mammals than any other organization in the world. Our sought-after experts are deployed locally and internationally to provide technical veterinary expertise and training on best practices ranging from anesthesia to disentanglement.
2. **Scientific Research:** The Center is a major contributor to the global body of research and knowledge about marine mammal medicine and health. Our veterinary experts develop new clinical techniques to improve marine mammal rehabilitation and care, and investigate the reasons why marine mammals strand and how these factors are connected to ecosystem and human health. Our scientists also investigate how marine mammals use and interact with their ocean environment to better understand and protect them from many threats. Learning from every animal we respond to and studying animals in the wild, our researchers identify novel diseases and pathogens, support endangered and threatened species conservation, identify and help mitigate human-caused threats and partner with scientists around the world on collaborative research that utilizes samples and data collected by the Center. Marine mammal health, ocean health and human health are inextricably linked, and our work advances knowledge of all three to benefit us all.
3. **Education:** As a teaching hospital, the Center serves as a vital training ground for veterinary professionals from across the globe, expanding the collective understanding and application of marine veterinary science and conservation. Our innovative school and public education programs build a sense of responsibility through a connection to marine mammals and the marine environment, inspiring future ocean stewards and promoting action to protect the ocean. Each year, these education programs and hands-on trainings reach more than 100,000 children and adults, supporting the next generation of informed scientists and engaged citizens who will care for and ensure the health of our ocean and environment.

## **ABOUT THE ORGANIZATION**

The Marine Mammal Center was founded in 1975 by three local citizens: Lloyd Smalley, Pat Arrigoni and Paul Maxwell. Since then, and thanks to their vision, the Center is now a global leader in marine mammal health, science and conservation and is the largest marine mammal hospital in the world. The Center operates physical locations in Sausalito, Morro Bay and Moss Landing, CA, as well as in Kona, Hawai'i, and has an annual operating budget of \$11.5M. A team of 80 staff and 1,200 actively engaged volunteers make the Center's impact possible and keep the Center operating 24 hours a day, 365 days a year.

## **ROLE DESCRIPTION**

The vision of the Development & Communications team is to build relationships and encourage philanthropic contributions to advance ocean and marine mammal conservation. We develop long-term affinity and engagement with The Marine Mammal Center among a diverse set of individuals and organizations to inspire them to take action to ensure marine mammals and the ocean, upon which all life depends, thrive.

The Senior Manager, Institutional Giving is an essential member of the Development & Communications team who supports the overall strategy and tactics of the Institutional Giving team and actively contributes to the team's success. The primary responsibilities of this position will be building and nurturing a pipeline of institutional supporters, to ensure new and dynamic partnerships that not only ensure revenue but also the Center's impact.

This position contributes to the Institutional Giving team's objectives and key results through activities including but not limited to prospecting and outreach, stewardship, proposal and report development, and moving prospective donors through strategic and planned actions that result in philanthropic and other meaningful partnerships for the Center. This position will be responsible for launching and implementing newly created corporate giving strategies, managing the stewardship and acknowledgement calendar and activities, and overseeing the Center's substantial in-kind giving program.

The ideal candidate has a proven track record of securing and managing a diverse range of corporate and foundation gifts, that includes those well into the six figures. Top candidates will be strong and positive communicators with a commitment to excellent customer service and a passion and talent for inspiring and connecting people and organizations. This full-time, exempt position reports to the Director, Institutional Giving.

## **CORE RESPONSIBILITIES**

- Build and manage a robust pipeline of corporate and foundation investors, ensuring strategic partnership development and completing timely, well-presented submissions and reports.
- Launch and implement new corporate giving strategies that grow TMMC's overall corporate revenue and align the organization with outstanding partners who can help achieve the organization's mission.
- Support the Director of Institutional Giving and the Chief Development Officer in ongoing strategic partnership development, attracting new relationships, preparing strong solicitation proposals and reports, and implementing exciting stewardship activities related to increasing levels of commitment from new and existing funders.
- Support the day-to-day activities related to institutional giving.
- Strategically move incoming promotional requests into new corporate giving programs, without risking their support.
- Develop and strengthen institutional donor and prospect relationships through meetings, site visits/tours, photo opportunities, phone calls, email, and other correspondence and stewardship activities and updates.
- Manage the stewardship and recognition calendar for the Institutional Giving team, including coordinating with the Social Media and Communications team to fulfill recognition requests and requirements.
- Work with staff, volunteers, and key stakeholders active in the Center's satellite facilities to foster giving communities in each area.

- Manage the in-kind giving program and work closely with the events and volunteer teams to coordinate annual requests for the organization as a whole.
- Build strong relationships across the Center to nurture a culture of philanthropy and contribute to the success of institutional giving.
- Maintain and document all relationship and fundraising activities, communications, documentation, reports and other moves management in the Center's relationship database.

#### **KNOWLEDGE + ABILITIES**

- Track record of soliciting and stewarding six figure gifts from corporations and foundations
- Excellent communication and persuasive writing skills
- Ability to synthesize complex activities and data into coherent and compelling narratives
- Excellent organizational and time management skills, including a commitment to proactive planning and project management to meet all deadlines
- Outstanding partnership development, customer service, and relationship management skills
- Strategic and creative thinker and ability to flex with change
- Team player able to work collaboratively and professionally with diverse donors, volunteers, and staff
- Ability to prioritize and manage multiple tasks with accuracy, attention to detail, and meticulous level of follow-through, in a fast-paced environment
- Strong commitment to customer service
- Excellent diplomacy and tact; and ability to maintain the confidentiality of donor information
- Enthusiasm for this work and The Marine Mammal Center's mission and credo
- Ability to work flexible hours, weekends and evenings, when needed

#### **QUALIFICATIONS + EXPERIENCE**

- Bachelor's Degree, Master's Degree preferred, 5+ years of related or equivalent work experience
- Excellent writing and communication skills
- Experience working in conservation, animal welfare and/or the sciences is highly desired
- Skilled with and aptitude for using required computer software and databases including PowerPoint, Microsoft Word, Excel, PowerPoint, and Raiser's Edge (or similar CRM database.)

#### **ENVIRONMENTAL DEMANDS**

- Sit at a desk for extended periods of time using a computer screen, walking, and climbing stairs
- Ability to lead tours of the Center's premises
- Occasionally lift a box weighing approximately 20 pounds
- Hospital environment with access to other parts of the facilities via outdoor pathways
- Limited exposure to zoonotic diseases

#### **FURTHER INFORMATION**

- LOCATION: Main Hospital, Sausalito, California
- HOURS: Full-time, 40hrs/week, exempt
- REPORTS TO: Director, Institutional Giving

To Apply: [Senior Manager Institutional Giving - The Marine Mammal Center](#)