

# DONOR REALTIONS

## VOLUNTEERS & INTERNS

\* Ideal for those interested \*  
in fundraising / nonprofit management

**Location:** Venice, CA

**Duration:** 6 month commitment \*  
\* some short term projects available

**Schedule:** Regularly scheduled weekly shift (4 hrs) during normal business hours M-F



### MISSION AND OVERVIEW

Venice Family Clinic's mission is to provide quality primary health care to people in need. Thanks to the help of our robust volunteer program, the Clinic is able to provide services to over 20,000 men, women, children, teens, and seniors each year.

### ROLE DESCRIPTION

Assisting with Fundraising and Development is a great role for anyone interested in nonprofit management. Many Executive Directors and CEO's of nonprofits begin their journey here! Projects may include making thank you calls to our trusted donors, research potential partnerships, and longer term projects for those who are interested in getting more involved and learning the ins-and-outs of fundraising. Volunteers will get varied experience that will be really valuable if they are interested in working with a nonprofit, such an extensive experience with Raiser's Edge, a popular donor-database software that is used by nonprofits all over the country.

Desired Qualities and Skills:

- Intermediate computer skills, specifically with MS Excel and internet research
- A special interest around events, individual philanthropy, corporate philanthropy, corporate relations, event sponsorship and marketing

### HOW TO APPLY

Please send a resume + cover letter that describes your fitness for this position to [VFCvolunteer@mednet.ucla.edu](mailto:VFCvolunteer@mednet.ucla.edu). List the role and your name in the email title.

For more info about volunteering, please visit [www.venicefamilyclinic.org/volunteers](http://www.venicefamilyclinic.org/volunteers)