

Senior Advisor-Foundation Grants
Loma Linda University Shared Services

Loma Linda, CA, United States

Job Description

Shared Services: Philanthropy Grants & Operations (Full-Time, Day Shift) -

Job Summary: The Senior Advisor-Foundation Grant establishes and maintains relationships with a portfolio of foundations, corporations, and individuals and prepares grant proposals for these organizations and individuals. Conducts research to develop funding requests for foundations and corporations. Attends Foundations Grants strategy meetings as requested and advises staff on key relationships and strategies. Consults with institutional leadership regarding strategies for donors and prospective donors. Helps guide the strategy and implementation of stewardship and reporting activities for the respective portfolio. Attends Advancement leadership meetings as requested. Performs other duties as needed.

Education and Experience: Bachelor's Degree required, preferably in Marketing, Development or Communications. Master's Degree preferred. Minimum ten years of experience in fundraising and grant-writing required.

Knowledge and Skills: Must demonstrate an ability to understand and summarize massive amounts of information (especially medical and scientific) into an easy-to-understand language that is compelling and persuasive. Fundraising and grant writing. Ability to input data/information into the compute; ability to speak clearly; and ability to write in a clear, compelling, and persuasive manner. Good communications skills with both individuals and groups are necessary in the development of personal contacts with prospects, donors, and other individuals in the process of raising funds for the institution. Able to work with excellent diplomacy. Calculations, manipulating numbers, interpreting numbers, analyzing, forecasting, assessing/evaluating, explaining/teaching, attention to detail, memory and/or problem-solving/reasoning. Able to distinguish colors as necessary; hear sufficiently for general conversation in person and on the telephone, and identify and distinguish various sounds associated with the workplace; see adequately to read computer screens, and written documents necessary to the position.

Licensures and Certifications: None required. Certified Fund Raising Executive (CFRE) preferred.

About Us

Our mission is to continue the teaching and healing ministry of Jesus Christ. Our core values are compassion, excellence, humility, integrity, justice, teamwork and wholeness.

About the Team

Loma Linda University Health is a Seventh-day Adventist, faith and values based Christian institution. Candidates must understand and embrace the mission, purpose, and identity of Loma Linda and its affiliated entities.

We are an equal opportunity employer committed to the principles of diversity. We provide equal opportunities in all aspects of the employment process to every individual, regardless of gender, race, color, age, national origin, ancestry, physical or mental disability, marital or veteran status, genetic information or any other characteristic protected by law. In addition, we will provide reasonable accommodations for otherwise qualified individuals requesting an accommodation due to a disability. If you need accommodation assistance with accessing our job listings or completing an application, or during any other phase of employment with us, please contact Human Resources Management at (909) 651-4001.

Loma Linda University Shared Services is a religiously-qualified Equal Opportunity Employer under Title VII of Civil Rights Act of 1964. No question on this application is asked for the purpose of unlawfully limiting or excluding any applicant's consideration for employment because of race, color, religion, gender, age, national origin, disability, genetic information, or any other status protected by applicable law. If you need a reasonable accommodation in the hiring process, please notify Human Resource Management.

We appreciate your interest in Loma Linda and wish you success in your job search!

To apply,

<https://egln.fa.us2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX/job/12540/apply/email>

Job Info

- Job Identification 12540
- Job Category F06_Development / Public Relation
- Posting Date 12/22/2025, 10:41 AM
- Locations 11060 Anderson St, Loma Linda, CA, 92354, US
- Organization LLU Shared Services
- Schedule Type Full-Time
- Shift Days
- Hours Per Pay Period 80
- Workday Start Time 5-2400
- Alternative Work Schedule (AWS) H - 8/40 Clock Schedule
- Benefits Eligible Yes
- LLUH Posting Location LLU Shared Services
- Pay Range \$92,248.00 - \$124,051.20 / annually