**Salk Institute for Biological Studies**

**Position Title**: Associate Director, Foundation Relations

**Job No. G436**

**Full Time, Benefits Eligible**

**Department:** Development

**Location:** La Jolla, CA 92037

**The Development department has primary responsibility to implement and execute strategies to meet Salk's specific fundraising needs through local, national and international philanthropic efforts.**

**Position Description:**

Position is responsible for securing foundation funding to advance the Salk Institute’s mission. The Associate Director, Foundation Relations (ADFR) plans, organizes and implements strategies to maximize foundation support from selected local, regional and national foundations in the $10,000 - $50,000+ range. The position serves as the chief fundraiser for Salk’s Education Outreach (EO) programs. The ADFR works with faculty, administration and Development colleagues to maximize the creation of successful foundation proposals based on the Institute’s priorities and to identify potentially fundable programs and to increase collaboration and maintain open lines of communication across the Institute regarding activity with selected foundations.

**Education:**

**Required:**

* Bachelor's degree in relevant field, or equivalent combination of education and experience, preferably in a higher education environment.

**Experience:**

**Required:**

* Minimum 3 years of progressively responsible work experience with a proven track record in fundraising, building relationships, drafting proposals or strategic planning.
* Demonstrated experience in producing fundraising or other events and knowledge of principles and practices of events management.

**Preferred:**

* Prior experience in a larger (500+) non-profit organization.
* Experience with Salesforce database (or equivalent fundraising software) for prospect management.

**Special Requirements:**

* Must be willing to work in an animal-related research environment.
* Successful completion of the Institute’s background investigation.
* Able to work a flexible schedule based on workload and deadlines.
* Ability to travel and work after hours for donor visits and events.
* Access to own transportation for business usage.
* Must sign an employee confidentiality agreement.
* To be considered for this position, all applicants must apply to Job No. G436 directly through our careers page at <https://www.salk.edu/about/careers/>.

**Physical Requirements:**

This role requires constant grasping, hearing, keying, seeing, sitting, touching and feeling. Reading, reasoning, writing and working inside.