

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:

Reporting directly to the Senior Director, External Relations Administration, the Budget and HR Operations Analyst is responsible for the monthly expense monitoring of the overall budget for the ER office, which includes Development, Communications, MMR, Events, Public Programs, and Education Outreach. This includes monthly report preparation for operating expenses to the Sr. Director, and quarterly budget variance reporting to Finance. Works with unit coordinators to ensure audit compliance and accurate monthly reconciliation and quarterly variance reporting for respective fund numbers. Oversees budget call logistics and provides support to Sr. Director in overall budget preparation and submission to Finance. Prepares special budget reports, as requested. In addition, coordinates Human Resources operating functions including recruitments, updating of existing job descriptions and creation of new job descriptions, reclassifications, stipends, and promotions. Acts as liaison to HR for processing of paperwork and retention of files. Manages other administrative and special projects as needing, including oversight of the ER staff training and education programs, creating and conducting in-house training as needed (budget reconciliation, Salesforce, etc.), providing resources for training and staff development on a regular basis, and managing the ER office facilities and equipment needs.

Education:

Required:

- Bachelor's degree in finance, business administration or economics and/or equivalent combination of education and experience.

Preferred:

- HR or Accounting Certification

Experience:

Required:

- Demonstrated experience as a strong administrator/analyst in performing high-level responsibilities to senior management with complete independence in providing leadership, guidance, problem-solving, solution application, and process change.
- Primary resource to management and administrative support responding with sound judgment, maturity and diplomacy.
- Proven experience with various aspects of financial transactions including financial reporting, purchasing, accounts payable, and budgets.
- Demonstrated ability to provide accurate budget recommendations and projections.
- Ability to comprehend and interpret data, utilize resources for report preparation and implementation of policies and procedures.
- Ability to produce financial and expense reports.
- Demonstrated experience with relational databases, and an advanced-level use of Excel formulas and spreadsheets; expertise in various related software applications.
- Demonstrated experience with job description development, updating, and analysis.

- Experience executing recruitments, including resume review and analysis, scheduling and communication with candidates, and appropriate follow up.
- Demonstrated experience in helping develop and manage organizational plans to implement processes and policies.
- Demonstrated experience in successfully executing and coordinating the logistics of programs, special events, meetings, receptions, and special projects as assigned.
- Experience providing general office management, including facilities and space needs, supplies, shared printer/copier oversight, filing, etc.
- Experience working with sensitive and confidential information.

Preferred:

- Knowledge of the principles and processes of professional fund raising.
- Prior experience in a larger (500+) non-profit organization.

Special Requirements:

- Occasional evening and weekend overtime to assist with donor events.
- Ability to work a flexible schedule, as needed.
- Willing to sign an employee confidentiality agreement.
- Must be willing to work in an animal-related research environment.
- Satisfactory completion of the Institute's background investigation.
- **To apply for this position, please visit our careers page at <https://www.salk.edu/about/careers> and apply to Job No. G528**

Physical Requirements: This role requires constant adjusting focus, grasping, hearing, keying, seeing, sitting, talking, analyzing, calculating, communicating, reading, reasoning, writing working inside in a confined area.