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

**Laboratory/Department:** External Relations

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**POSITION SUMMARY**

Position is responsible for securing funding to advance the Salk Institute’s mission. The Associate Director, External Relations (ADER) plans or organizes and implements strategies to maximize individual giving on a local, regional and national level in the $50,000+ range. The ADER works with faculty, administration and development colleagues to maximize the creation of successful proposals and solicitations based on the Institute’s priorities, to identify potentially fundable programs, and to increase collaboration and maintain open lines of communication across the Institute regarding activity with selected individual donors and foundations. In addition, the ADER manages the movement of new donor prospects through the pipeline by way of qualification, cultivation and solicitation with the goal to raise gifts of $50,000+ and determine movement to other giving groups.

**EXPERIENCE**

**Required:**

- 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.

**EDUCATION**

**Required**

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

**SPECIAL CONDITIONS OF EMPLOYMENT**

- 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.
• Satisfactory completion of the Institute's background investigation.
• Must sign an employee confidentiality agreement.
• Must be willing to work in an animal-related research environment.

PHYSICAL REQUIREMENTS

This position requires constant grasping, hearing, keying, seeing, sitting, touching/feeling, reading, reasoning, writing, and working inside.