The Senior Director for Stewardship is a leadership position at the Salk Institute on the External Relations (ER) team. The Senior Director is responsible for all Stewardship activities, including: prioritization of data integrity and CRM management and oversight; data analytics and donor portfolio management; metrics management; data-driven donor research and analytics; strategic programming management and oversight; alumni programming and related strategy; donor and endowment data analysis and related reporting; generation, analysis and management of various reports using enterprise systems; management of the Stewardship team; and close coordination with fellow Senior Directors and Directors on the ER team. The Senior Director performs a critical important role in the daily management of the care of donor relationships at the Salk Institute.

ESSENTIAL FUNCTIONS

- The Senior Director is responsible for daily oversight of all ER data systems and data integrity, including the oversight and management of the CRM and prospect portfolios, for the ER team. The Senior Director will lead proactively and work with the Stewardship team to integrate and maintain best in class policies, procedures and software programs in support of the comprehensive portfolio of work executed by the ER team.
- The Senior Director is responsible for daily oversight of performance measurement for the ER team by assessing and reporting on key performance indicators.
- The Senior Director is responsible for strategic programming management and oversight.
- The Senior Director shall author and lead stewardship efforts for key segments of alumni, particularly faculty and former postdoctoral associates and graduate students.
- The Senior Director is responsible for endowment and other donor data analysis and related reporting for the ER team, to include close coordination with Foundation Relations colleagues and senior leadership at the Institute.
- The Senior Director is responsible for oversight and quarterly generation, analysis and management of various reports using enterprise systems for the ER team.

EXPERIENCE

Required:

- Eight to ten years of related stewardship experience in a leadership role at an academic or other non-profit institution.

EDUCATION

- Bachelors Degree is required; postgraduate studies may be beneficial in this role.

SKILLS AND ABILITIES

- Must have relevant CRM experience, including leading a team responsible for database management.
• Proven ability to work effectively with other leaders both within the External Relations function and across an organization.

SPECIAL CONDITIONS OF EMPLOYMENT

• Occasional evening and weekend assignments.
• 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.

Salary range for this is $170,000 to $210,000 per year.

PHYSICAL REQUIREMENTS/MENTAL ACTIVITIES/ENVIRONMENTAL CONDITIONS

This position will be constantly adjusting focus, grasping, hearing, keying, seeing, sitting, talking, analyzing, calculating, communicating, reading, reasoning, writing, and working inside.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)