



Position Announcement

Position Title:	Development Manager
Job Classification:	Full-time/Exempt
Salary:	\$60,000 - \$75,000 plus benefits
Location:	San Diego, CA

Job Summary: Under direction of the Director of Development, the Development Manager carries out critical objectives to raise support for Hubbs-SeaWorld Research Institute (HSWRI). The Development Manager's main initiatives include; facilitating the administrative function for CA fundraising efforts, grant support, and additional duties to ensure department success by implementing strategies aligned with priorities established by the Director of Development.

Job Functions

- Maintain donor database (DonorDock): produce reports, gift recording, stewardship, reconciliation
- Research all major donor proposals and grants
- Coordinate special events, donor visits, and stewardship activities
- Maintain development staff communication calendar
- Help develop social media, email marketing, and annual donor impact report messaging

Qualifications

- Bachelor's degree preferred
- Minimum 5 years of professional fundraising experience
- Experience with large gift solicitations preferred
- Strong interpersonal skills, influential
- Detail-oriented, driven to succeed, team player
- Works efficiently under pressure, meets all deadlines
- Demonstrates strategic thinking and good decision-making
- Possess strong writing skills
- Valid driver's license and ability to drive HSWRI vehicles

Physical Requirements and Working Conditions:

- Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer
- Ability to lift 20-pound box and load and unload vehicles
- Vision to read printed materials and a computer screen; hearing and speech to communicate effectively in person and over the telephone
- Ability to travel locally and regionally, with access to a reliable vehicle for this purpose
- Able to work occasional evenings and weekends as needed

At Hubbs-SeaWorld Research Institute, your base wage is only a portion of your overall compensation package. We are proud to offer a full benefits package, which may include:

- Health insurance benefits options, including medical, prescription, vision, dental, life, and short- and long-term disability.
- Flexible spending accounts for medical and dependent care expenses
- Retirement Plan options
- Paid time off for all regular FT team members (starting at 10 annual days each sick/vacation/12 holidays)
- Employee Assistance Program – Confidential professional counseling, financial, and legal assistance provided at no charge to Team Members and immediate family members

Hubbs-SeaWorld Research Institute is committed to a diverse, equitable, and inclusive work environment where all trustees, staff, volunteers, collaborators and guests feel respected and valued regardless of gender, age, race, ethnicity, national origin, sexual orientation or identity, disability, or education. We're committed to being nondiscriminatory and providing equal opportunities for employment, volunteering, representation, and advancement in all areas of our work.