



Position Announcement

Position Title: Communications & Grants Manager

Job Classification: Full-time/Exempt

Salary: \$68,000 - \$74,000; plus benefits

Location: San Diego, CA

Hubbs-SeaWorld Research Institute seeks a Communications and Grants Manager to join the Development Department. Working under the direction of the Director of Development, this position offers an excellent opportunity for a highly-skilled fundraiser and communicator to pursue their passion for marine conservation. At Hubbs-SeaWorld Research Institute, our mission is "to return to the sea some measure of the benefits derived from it." Utilizing your communication skills, you will share with the world the Institute's science aimed at providing sustainable solutions for a healthy planet, starting with our oceans.

Job Duties:

Communications

- Manages Institute communications, including distribution and calendaring
- Identifies opportunities to publicize the HSWRI's programs or activities
- Directs and generates content: original text, images, video, website, and publications
- Maintains HSWRI website

Grants

- Researches potential grants
- Develops and maintains detailed calendar of application and reporting deadlines
- Prepares and submits grant applications
- Build relationships across departments and programs to create and submit proposals and reports
- Partners with Director of Development to develop portfolio strategies
- Participates in strategic fundraising plan with focus on foundation support

General Development

- Maintains donor database (DonorDock)
- Responsible for department-wide gift recording, acknowledgment, and stewardship
- Collaborates with accounting department to ensure accurate reporting

Qualifications:

- Bachelor's degree preferred
- Minimum 5 years of professional fundraising experience
- Valid driver's license and ability to drive HSWRI vehicles
- Able to work occasional evenings and weekends as needed
- Proficient in writing and leading grant opportunities with foundations, corporations
- Proficient knowledge in executing database reports on a monthly and as-needed basis
- Experience with large gift solicitations preferred

Physical Requirements and Working Conditions:

- Standard office setting using standard office equipment, including a computer
- Ability to travel locally and regionally with access to reliable transportation
- Able to work occasional evenings and weekends as needed
- Supports a diverse, equitable, and inclusive work environment where all staff, volunteers and guests are respected and valued.
- Employment is contingent on successful engagement in the HSWRI COVID-19 Vaccination program (fully vaccinated with documented proof or approved exception/deferral).
- Must be authorized to work in the United States.

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/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.

How to apply: Please send a completed application and resume in either Word or text format to hr@hswri.org. Hubbs-SeaWorld Research Institute is an Equal Opportunity Employer.