



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."

Job Duties:

Communications

- Manages Institute communications, including distribution and calendaring
- Identifies opportunities to publicize the HSWRI's programs or activities
- Maintains HSWRI website and social media

Fundraising

- Researchers, prepares, and submits grant applications
- Coordinate special events
- Participates in major and other individual donor fundraising
- 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

Development Administration

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

Qualifications:

- Bachelor's degree preferred
- Minimum 3 years of professional fundraising experience preferred
- Experience with large gift solicitations preferred
- Proficient in writing and leading grant opportunities with foundations, corporations
- Proficient knowledge in executing database reports on a monthly and as-needed basis
- Articulate and professional with strong interpersonal skills
- Detail-oriented team player driven to succeed

Physical Requirements and Working Conditions:

- Standard office setting using standard office equipment, including a computer
- Ability to read printed materials and a computer screen, and communicate effectively in person and over the telephone
- Ability to lift 20-pound box and load/unload vehicles
- Possession of a valid driver's license and insurability to drive HSWRI vehicles
- Ability to travel locally and regionally with access to reliable transportation
- Able to work occasional evenings and weekends as needed
- Must be authorized to work in the United States.
- Supports a diverse, equitable, and inclusive work environment where all staff, volunteers and guests are respected and valued.
- The physical demands described here are representative of those that the employee must meet to perform the essential function of this job successfully. Reasonable accommodations may be made to enable individuals perform these essential functions.

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.

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