Doheny Eye Institute is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual’s age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.

JOB LISTING

P.O. Box 86228, Los Angeles CA 90086
Phone: (323) 342-7120   FAX: (323) 342-7127   email: jobs@doheny.org
Equal Opportunity Employer
October 25, 2022

DEVELOPMENT

ASSOCIATE DIRECTOR, INDIVIDUAL GIVING

Full-time. Reporting to the Chief Development Officer, the Associate Director of Development for Individual Giving is responsible for securing major gifts ($25,000 and above) and planned gifts for the Doheny Eye Institute (“DEI”). Responsible for building and managing a prospect/donor portfolio in various stages of identification, qualification, cultivation, solicitation, and stewardship. Special emphasis will be placed on creating and implementing strategies for successful solicitations and building relationships with DEI physicians, staff, donors, and support groups. Bachelor’s degree required. 5-7 years progressive development and fundraising experience with non-profit organization. Combined experience/education may be used as substitute for minimum education. Campaign and planned giving experience preferred. Familiarity and experience working with Raiser’s Edge or other donor management software.

ASSOCIATE DIRECTOR, LEADERSHIP ANNUAL GIVING

Full-time. The Associate Director, Leadership Annual Giving, will foster a culture of philanthropy that utilizes cultivation, stewardship, and strategies that motivate lifelong giving to build the pipeline of major gift donors. In addition to directing a comprehensive annual giving program, they will be the point-person for donor appreciation and recognition activities that strengthen the relationship among the supporter base and Doheny Eye Institute (“DEI”). A key aspect of this position requires personally working with donors and securing gifts. The Associate Director will serve as a project manager and editor and/or principal writer for a wide variety of print and electronic projects, including direct mail and email solicitations, brochures, alumni membership annual campaign-related promotional materials and appeals, and upkeep of development web pages. In coordination with the Senior Development Coordinator, Research & Analysis, they will produce highly customized data pulls and reports from donor database and perform comprehensive data tracking and analysis to improve solicitation. The focus in all parts will be on upgrading current donors, increasing number of donors, and broadening the base of support. High school or GED required. 1-3 years’ experience as development professional. Experience working with high-level stakeholders and practical knowledge of Raiser’s Edge or other donor database software.

FACILITIES MANAGEMENT

DIRECTOR, FACILITIES MANAGEMENT

Full-time. The Director of Facilities Management will plan, organize, coordinate, and control the activities of the Facilities Management Department, a department that provides services, repairs, and maintenance necessary to ensure the safety and efficiency of Doheny Eye Institute. The Director of Facilities Management is responsible for maintaining a comfortable physical environment for visitors, employees, tenants, and the public in accordance with policies, procedures, standards, and practices set by Doheny Eye Institute, the State Department of Public Health and Safety, and other local community and governmental agencies. Will be responsible for the direct supervision of ancillary personnel such as Maintenance Engineers, Housekeeping staff, Security/Parking staff, and support clerical staff. Also responsible for the supervision of operation and maintenance of building and structures. Functions independently under the direction of the Chief Executive Officer. Minimum of 5 years healthcare experience with increasing management responsibility. 10 years progressive management experience in building maintenance and engineering with familiarity for shipping/receiving/mailroom, security, and housekeeping, including supervision of staff. Bachelor’s or Master’s degree with an emphasis in engineering preferred. Trade school or apprenticeship in engineering trades desires. Combined education and experience may substitute for minimum education requirement.
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RESEARCH

IMAGING & PROJECT SPECIALIST I

Full-time. Provide a broad range of study support to the DIRC operational teams, including (but not limited to) Manager, Ophthalmic Imaging, and Project Managers of assigned studies. This position requires strong attention to detail and the ability to follow through on many details on an ongoing basis. Responsible for the review and processing of images from clinical sites. Interacts directly with clinical sites to identify and resolve problems related to a site’s imaging or submissions. Assists in providing training to sponsor and clinical site personnel. 2-3 years of progressively responsible work experience in an office environment, preferably in a research or laboratory environment. Past experience in ophthalmic photography and in multi-center clinical trials preferred. Certified Retinal Angiographer (CRA) preferred. High School Diploma required. Bachelor’s degree preferred. Combined experience/education as substitute for minimum education.

OCULAR DISEASE EVALUATOR I

Full-time. Serves as Ocular Disease Evaluator (ODE) on assigned DIRC projects. Evaluates digital ophthalmic images on a computer screen and identifies/characterizes ophthalmic features and pathologies in support of medical research activities. Successfully complete DIRC’s Evaluator Training program. Understand and adhere to all Standard Operating Procedures and protocols in the performance of job duties. Contribute to quality improvement efforts by substantially assisting with revisions to grading and imaging protocols as assigned. Also perform miscellaneous tasks in support of DIRC studies and operations. High school diploma required. Bachelor’s degree strongly preferred. 2-3 years of progressively responsible work experience, preferably in a research or medical setting. Strong familiarity with using Microsoft Word, Excel, Outlook, and an image editing program such as MS Paint or MS Imaging.

OCULAR DISEASE EVALUATOR II

Full-time. Serves as Ocular Disease Evaluator (ODE) on ODE on DIRC projects. Evaluates digital ophthalmic images on a computer screen and identifies/characterizes ophthalmic features and pathologies in support of medical research activities. Maintain DIRC certification in one or more Disease Section of DIRC’s Evaluator Training program. Understand and adhere to all Standard Operating Procedures and protocols in the performance of job duties. Contribute to quality improvement efforts by substantially assisting with revisions to grading and imaging protocols as assigned. Train and mentor ODE I’s. Perform miscellaneous tasks in support of DIRC studies and operations. High school diploma required. Bachelor’s degree strongly preferred. Advanced knowledge of clinical imaging in one or more diseases/image types. Satisfactory knowledge of the clinical trial process, such as completion of a Clinical Research Associate training course or relevant work experience. Strong knowledge of DIRC Standard Operating Procedures (SOPs) relevant to the grading process. Strong familiarity with using Microsoft Word, Excel, Outlook, and an image editing program such as MS Paint or MS Imaging.

OCULAR DISEASE EVALUATOR II LEAD

Full-time. Responsible for daily oversight of a team of Ocular Disease Evaluators, as assigned by the Ocular Disease Manager. Serves as an Ocular Disease Evaluator (ODE) on DIRC projects. Evaluates digital ophthalmic images on a computer screen and identifies/characterizes ophthalmic features and pathologies in support of medical research activities. Maintain DIRC certification in one or more Disease Section of DIRC’s Evaluator Training program. Understand and adhere to all Standard Operating Procedures and protocols in the performance of job duties. Contribute to quality improvement efforts by substantially assisting with revisions to grading and imaging protocols as assigned. Develop new evaluator training programs and upgrade/enhance programs in collaboration with the Medical Director, PI, and/or ODE Manager. Train and mentor ODE I’s. Perform miscellaneous tasks in support of DIRC studies and operations. High school diploma required. Bachelor’s degree strongly preferred. Attainment of DIRC Senior ODE status in at least one DIRC Disease Sections; implies a high level of competence in image grading in one or more diseases/image types. Strong familiarity with using Microsoft Word, Excel, Outlook, and an image editing program such as MS Paint or MS Imaging.
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**PRE-AWARD SPECIALIST**
Full-time. Provide pre-award support and guidance on proposal submissions and provide administrative and secretarial support to Basic Scientists. Assist with Federal reporting preparation. Assist with general office duties, grant books, and filing. Work independently and/or within a team as needed on special nonrecurring and ongoing projects. Maintain records of equipment purchased with Federal funds and grant submission on existing databases. Obtain signatures, drop off and pick up from other buildings. Bachelor of Arts/Bachelor of Science preferred or equivalent experience. 5+ years of progressively responsible grant/contract analysis experience required. Experience working in an academic or research environment preferred. Extensive experience with computers, specifically MS Office Suite. Knowledge of MS Access programming is highly desirable.

**QUALITY ASSURANCE MANAGER**
Full-time. Responsible for Quality assurance reviews covering areas such as documentation, materials, supplies, testing, processes, systems and services provided. In coordination and conjunction with the Regulatory Compliance group and the Operations group, review and assess and provide discretion for the issuance of Quality related CAPAs and follow-up of open Quality related CAPAs to insure expedient resolution and closure. Provide systematic approach to monitoring, managing required documentation and clinical trial materials. Develop ongoing metrics for tracking quality defects globally throughout the reading center. Develop and oversee a continual monitoring program, feedback loop and process improvement. Provide guidance on quality assurance procedures, standards, and their interpretation. Provide guidance on proper implementation and proper documentation to department personnel, other staff, and/or clients. Provide guidance in the development of Standard Operating Procedures (SOP) relating directly or indirectly to Quality Assurance to ensure operations achieve the needed velocity and are in compliance with regulations and policies and procedures. Work closely with clients and DIRC staff to assure that study parameters are met. Review and analyze work to verify and ensure that necessary policies and procedures have been followed and/or steps have been performed properly. Stay up-to-date with the latest developments in compliance, in particular as relates to the company. Perform all tasks in a safe manner in compliance with company safety policies and according to applicable regulations. Bachelor’s Degree in Biomedical Science or related + 2 years of experience in quality management, assurance and compliance of clinical programs, use of various scientific computer and software systems such as Qtrack, QLS, QLIMS, TMS and Trackwise and as a Quality Assurance/Improvement Specialist or related field.

**RESEARCH ASSOCIATE**
Full-time. The Ferrington laboratory is seeking energetic and creative scientists to join our team in investigating age-related macular degeneration. This position will collaborate with principal investigator and other researchers to plan, design, and conduct highly technical and complex research projects. Analyze research data and provide interpretations. Contributes to the development of research documentation for publications. Supervise doctoral students, medical students and postdoctoral fellows and employees engaged in laboratory technical services on a regular project basis. Plan and conduct highly technical and complex research projects, procedures, and analyses under the supervision of principal investigator. Assist principal investigator and postdoctoral associate of the laboratory in the supervision of doctoral students and medical students in procedures, techniques, and use of equipment as needed. Arrange and evaluate research data. Maintain accurate records. Prepare technical reports and papers. Collaborate with principal investigator and other research personnel to plan and design experiment. Advise on methods for improving experiment results. Review progress and discuss with principal investigators. Experience in cell culture preferred. M.D. or Ph.D. in science required. Minimum of 3-5-years research experience in related field or specialty.

**RESEARCH FELLOW**
Full-time. The Ferrington laboratory is seeking energetic and creative scientists to join our team in investigating age-related macular degeneration. This position will support research/laboratory activities conducted at Doheny research laboratory. Provides general laboratory assistance to support research activities. Conducts research experiments in accordance with laboratory and safety protocols. Performs assignments that are non-routine and vary in complexity with general direction. Compiles data and computes results for a variety of research procedures, tests, and techniques. Experience in cell culture preferred. M.D. or Ph.D. required with 1 - 3 years research experience in related field or specialty.

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RESEARCH TECHNICIAN

**Sun Lab – Non-Exempt 5 -- $15.00 - $18.00/hour**

Full-time. Collaborate with principal investigator and other researchers to plan, research projects. Analyze research data and provide interpretations. Plans and conducts research experiments in accordance with laboratory and safety protocols. Contributes to the development of research documentation for publications. High school or GED required. College degree preferred in related field (computer science, engineering, physics, mathematics) with six months to one year of experience in research lab environment. Proficient in use of computer to compile and maintain simple data, spreadsheets, checklists, and reports. Must have ability to work independently as well as team environment.

RESEARCH INTERN

**DIAL – Non-Exempt -- $15.00 - $18.00/hour**

Part-time. Design, implement, modify, debug, and deploy complex artificial intelligence software algorithms. Integrate these algorithms into larger software systems in the Doheny Image Analysis Laboratory (DIAL). Design, implement, and document novel image processing and analysis or related algorithms using machine learning, deep learning, and computer vision for high quality publications and productions. Design, implement, and document novel graphical interface (GIU) software tools to support clinical research. Support/collaborate with other team members for the development of software algorithms and analysis approaches. Provide insights of data collection and annotation and collaborate with data team for data management and labeling. High school or GED required. College degree preferred in related field (computer science, engineering, physics, mathematics) with extensive software programming experience. Background and experience in machine learning, deep learning, and computer vision is a must. Background and experience in 2D and 3D image processing and analysis is a must. Experience with GUI programming preferred.

**ADMINISTRATIVE/SECRETARIAL/OTHER**

No open positions currently.

**FINANCE**

No open positions currently.

**INTEGRATED TECHNOLOGY SERVICES**

No open positions currently.

**MANAGEMENT**

No open positions currently.

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