



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 24th, 2018

MANAGEMENT

CHIEF DEVELOPMENT OFFICER

Development – Exempt 15 -- \$140,000 - \$175,000/year

Full-time. The Chief Development Officer will be charged with leading development efforts for Doheny Eye Institute. Reporting to the Executive Director as a senior member of the management team, this individual will effectively network with the political, corporate, foundation, government, business, and nonprofit communities to promote philanthropic awareness and a case for support. To apply, please direct inquiries, nominations, and applications, including resume and a letter of interest in confidence to:

Karin Stellar
Morris & Berger
500 North Brand Boulevard, Suite 2150
Glendale, CA 91203
Telephone (818)507-1234
Fax (818)507-4770
kstellar@morrisberger.com
Electronic submission is encouraged.

ADMINISTRATIVE/SECRETARIAL/OTHER

No open positions at this time.

RESEARCH

PROJECT MANAGER - I

Doheny Image Reading Center (DIRC) – Exempt 9 -- \$55,000 - \$58,000/year

Full-time. Manages assigned clinical studies and serve as direct contact with DIRC's clients and study auditors. Responsible for study setup, execution and archival (i.e., start-to-finish oversight). Provides ongoing direction to DIRC staff in the performance of study-related tasks, delegates study-related tasks to the appropriate staff, and resolves any problems/issues specific to assigned studies. Forms and maintains favorable working relationships with DIRC clients, and serves as the principal point of contact for sponsors/clients on assigned studies. Performs a variety of supervisory functions for DIRC staff under minimal supervision of the Director. Executes and/or oversees all study startup activities for studies assigned. Executes all ongoing study management activities. Oversees the documentation of the study and the ultimate archival of study materials. Consistently follows DIRC's Standard Operating Procedures in documenting the study. Five years project management experience. 1-2 years' experience in the administration or coordination of clinical research. Prior supervisory experience preferred. Bachelor's Degree required.

RESEARCH ASSOCIATE (Post-doctoral)

Research – Exempt 0 -- \$45,000 - \$53,000/year

Full-time. 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 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. Identify, research, compile, and evaluate data sources and background information in area of specialization to enhance planning and design of experiments. M.D. or Ph.D. required in biological sciences. Ph.D. preferred. Minimum two (2) to five (5) years related laboratory work experience required.

Determination of salary based on job experience, educational level, and technical skills. Physical requirement for above positions available from the Human Resources Department. The Doheny Eye Institute does not discriminate against employees or applicants for employment on the basis of race, color, religion, sex, national origin or age.



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RESEARCH FELLOW (Post-doctoral)

Retina – Exempt 0 -- \$33,280 - \$40,000/year

Full-time. 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. M.D. or Ph.D. required with 3 -5 years research experience in related field or specialty.

FINANCE/DEVELOPMENT/INFORMATION SYSTEMS

NETWORK ENGINEER

ITS –Non-exempt 10 - \$80,000 – \$105,000/year

Full-time. The Network Engineer is responsible for overall systems administration for the technical design, architecture, planning, implementation, and the highest level of performance tuning and recovery procedures for mission critical enterprise systems. Serves as a technical expert in the area of systems administration for complex operating systems and network management. Recommends the redesign and configuration of operating systems, network architecture and system applications. Investigates and analyzes feasibility of system requirements and develops system specifications. Identifies methods, solutions, and provides project leadership and management in order to provide a high level of service for the company. Responsible for effective provisioning, installation, configuration, operation, and maintenance of systems hardware and software and related infrastructure. This individual participates in technical research and development to enable continuing innovation within the infrastructure. This individual ensures that system hardware, operating systems, software systems, and related procedures adhere to organizational needs. Bachelor's degree in Computer Science or related field in information and management area. Over five years of hands-on IT experience. Over four years of system administration experience. Knowledge required of: Programming languages and operating systems, current equipment and technologies in use, Windows & Linux systems administration, enterprise backup and recovery procedures, system performance monitoring tools and using effective project management techniques. Microsoft (MCSA) or other vendor certification are preferred. CCNA, CCIE certification preferred. CentOS experience preferred. Raiser's Edge/Blackbaud experience preferred.

FACILITIES MANAGEMENT

No open positions at this time.