



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
January 3rd, 2019

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

POST-AWARD SPECIALIST

Research Administration – Exempt 7 -- TBD

Full-time. Provide guidance and support for researchers relative to grants, contracts and sponsored projects, including related reporting requirements and pre- and post-award administration for Doheny Eye Institute research projects. Serve as department resource for technology and policy support and guidance. Provide post-award administrative support including expenditure reviews and budget analysis. Serve as internal resource with federal contracts, subcontracts, or grants; monitor expenditures to ensure adherence to agency guidelines and budgets. Work independently and/or within a team as needed on special nonrecurring and ongoing projects. May be tasked with regulatory research, collection of data, development, preparation, coordination, and/or production of analytical reports and financial analysis. Support research staff by being knowledgeable and current on governmental, funding agency, DEI and affiliate policies and annual verification of compliance. Bachelor's degree required, Master's degree appreciated. Knowledge basic accounting, algebra or higher. Work experience in academic or research environment preferred. Extensive experience with computers, specifically including the MSOffice Suite of products. Must have strong math skills, algebra or higher, proficient in MS Word and writing formulas in MS Excel, experience in MS Access database development and graphic software highly desirable. Ability to use internet to proficiently research and interpret grant related regulations.

RESEARCH

RESEARCH ASSOCIATE (Post-doctoral)

Research – Exempt 0 -- \$42,000 - \$60,000/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, 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. PhD in science required. Minimum of 2-5 year related research tech.

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.



**DOHENY
EYE INSTITUTE**

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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

No open positions at this time.

FACILITIES MANAGEMENT

No open positions at this time.