UNIVERSITY OF SOUTHERN CALIFORNIA
Acquisitions and Gift Administrator
Job Code: 123211

Grade: K
OT Eligible: No
Comp Approval: 4/30/2007

JOB SUMMARY:
Oversees the daily administrative operations of the University Real Estate Office. Assists in the development and implementation of procedures, guidelines and tools required to carry out functions of department. Has responsibility for overseeing the acceptance and disposition of real property, gifts of real property and gifts in kind. Evaluates the financial value and physical condition of property. Conducts due diligence and analysis of proposed gift properties and acquisitions. Negotiates purchase and sale contracts. Provides leadership, guidance and supervision to staff and/or student workers.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Time Description</th>
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<tbody>
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<td>Oversees the daily administrative operations of the University Real Estate Office. Assists in the development and implementation of procedures, guidelines and tools required to carry out functions of the department. Participates in ensuring compliance with various University policies.</td>
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<td>Has responsibility for overseeing the acceptance and disposition of real gift properties and gifts in kind. Assists in the acquisition of University owned properties. Works closely with donor’s to facilitate the acceptance of gift properties. Meets with donors to discuss property. Coordinates and oversees compliance of purchase and sale contracts. Addresses title and escrow concerns relevant to transactions.</td>
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<td>Evaluates the financial value and physical condition of property. Conducts due diligence and analysis of proposed gift properties and acquisitions. Prepares property for sale. Negotiates purchase and sale contracts. Administers listing agreements.</td>
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<td>Implements new practices to expand donor relations by broadening relationships with University development to ensure growth of the real properties gifts received by the University. Identifies, cultivates and solicits donations. Liaises with University development departments.</td>
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<td>Oversees property management of donated property while in the University’s possession including management of expenses, maintenance of property, managing tenants and leases of property, if applicable.</td>
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<td>Works with various departments to support university acquisitions and receipt and disposition of gift properties including Capital Construction, Planned Giving, Development, Restricted Fund Accounting, Treasurer’s Office and Office of General Counsel for problem resolution.</td>
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<td>Works with various outside agencies to support University acquisitions and receipt and disposition of gift properties including private owners, attorneys, real estate brokers, municipal and government agencies for problem resolution.</td>
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Develops and recommends operating and administrative policies for the acceptance and disposition of real gift properties and gifts in kind. Manages the dissemination, interpretation and application of policies and recommends approval of exceptions.

Provides leadership, guidance and supervision to staff and/or student workers. Leads others in the planning and delivery of acceptance and disposition of real gift properties and gifts in kind. Schedules, assigns and prioritizes workloads. Trains personnel, as needed.

Serves as key resource for acceptance and disposition of real gift properties and gifts in kind. Resolves problems or questions referred by staff, senior University administrators and/or tenants to ensure business needs are met in compliance with University guidelines.

Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  
- Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

- Bachelor's Degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

- 3 Years

**Minimum Field of Expertise:**

- Experience with and knowledge of acceptance and disposition of real gift properties and gifts in kind for organizations and/or universities. Knowledge of escrow practices, land title industry and real estate industry practices.

**Preferred Education:**

- Master's Degree

**Preferred Experience:**

- 5 Years

**Skills:**

- Other:
  - Analysis
  - Assessment/evaluation
Budget control
Communication -- written and oral skills
Conflict resolution
Knowledge of applicable laws/policies/principles/etc.
Lead/Guidance Skills
Marketing
Networking
Organization
Planning
Problem identification and resolution
Project management
Public relations
Scheduling
Teaching/Training

**Skills: Machine:**
- Adding Machine
- Calculator
- Computer Network (Department or School)
- Computer Network (University)
- Computer Peripheral Equipment
- Fax
- Personal Computer
- Photocopier

**Supervises: Level:**
- Leads one or more employees performing similar work
- May oversee student, temporary and/or casual workers.

**SIGNATURES:**

Employee: ________________________________  Date:_____________________________

Supervisor: ________________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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