UNIVERSITY OF SOUTHERN CALIFORNIA
Development Coordinator
Job Code: 129309

Grade: 00
OT Eligible: Yes
Comp Approval: 4/30/2014

JOB SUMMARY:
Coordinates, implements and provides administrative support for various projects, activities and aspects of development functions such as research; preparation and maintenance of funding reports; database management; preparation and distribution of funding proposals; development of communication vehicles/tools; tracking/reporting/analysis of development related data; budget administration and special events assistance.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Coordinates, implements and provides administrative support for various projects, activities and aspects of development functions for development directors, officers and/or other school or department managers.

Utilizes University Advancement reporting and tracking tools to ensure the development goals and the overall school/unit goals are realized. Analyzes development data for trends and risks, and presents results. Generates, maintains, and monitors status of funding reports for development projects and programs.

Evaluates and follows procedures and USC Policy in accordance with fundraising best practices to ensure quality control and efficiency in donor service.

Coordinates, plans, and analyzes the management of donors and prospects under various stages of qualification, solicitation and cultivation using University Advancement tools.

Reviews various sources, including donor lists from the advancement database to determine university, school and/or department donor history. Works with University Advancement to update and correct any discrepancies.

Researches funding sources including corporate and foundation directories to determine whether they have prospective value to school or department. Identifies potential prospects.

Designs and creates communication vehicles, tools, strategies and frameworks for enhancing and extending communication across development programs to ensure accurate and timely dissemination of information to support successful cultivation and acquisition of donors and prospects.

Assists fundraising staff in the school in maintaining and reviewing prospect contact reports, proposals and projected solicitations for senior management to accurately represent efforts with prospects and to ensure proper documentation in prospect records.

Assists in budget administration. Gathers facts and figures used to develop a budget. Tracks and reconciles budget activity. Provides forecasts and projections used to develop a budget.

Assists in preparation, production and distribution of grant and other funding proposals. Follows-up with prospective funders to ascertain progress of proposals.
Coordinates the gift agreement process from the school/unit perspective, including writing the gift agreement from the University's standard template, and coordinating appropriate signatures from university advancement, the donor and the school as needed.

Liaison with all University Advancement operations staff to ensure that the fundraising tools and reporting meet the needs of the school/unit.

Serves as key resource for development program information within the school/unit. Interfaces with University Advancement, development directors, officers, school/department managers, faculty, and/or external contacts necessary to complete assignments. Resolves problems and/or questions referred by others.

Coordinates and assists with planning special development functions such as special events, direct mail, luncheons, telephone campaigns, meetings, volunteer activities, etc. 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: [ ] No

[ ] 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:

2 years

Minimum Field of Expertise:

Administrative office experience including research and customer service

Preferred Education:

Bachelor's degree

Preferred Experience:

3 years

Preferred Field of Expertise:

Development or market research experience

Skills: Administrative:

Answer telephones
Assemble and organize numerical data
Balance figures
Communicate with others to gather information
Compose letters
Compute totals
Coordinate events
Coordinate meetings
Customer service
Draft routine correspondence
Edit routine documents
Establish filing systems
Gather data
Input data
Maintain filing systems
Maintain logs
Prioritize different projects
Research information
Use computerized spreadsheets
Use database and/or word processing software

Skills: Machine/Equipment:
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:
May oversee student, temporary and/or resource 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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