UNIVERSITY OF SOUTHERN CALIFORNIA

Development Research Specialist

Job Code: 129313

Grade: J
OT Eligible: No
Comp Approval: 2/10/2005

**JOB SUMMARY:**

Oversees the production of research directly related to fundraising programs and projects for development directors, officers and/or other department managers for the University. Coordinates operations and administrative functions including planning, scheduling, and personnel administration.

**JOB ACCOUNTABILITIES:**

<table>
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<th>% TIME</th>
<th>E/M/NA</th>
<th>Oversees the delivery of research services directly related to fundraising programs and projects for development directors, officers and/or department managers. Coordinates the investigation of individuals, corporations and foundations to determine history of giving.</th>
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<td>Plans and prepares comprehensive and/or complex in-depth research services for fundraising purposes requiring a high degree of sensitivity.</td>
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<td>Arranges the preparation, production and distribution of grant and other funding proposals. Sets and communicates priorities.</td>
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<td>Develops and maintains electronic information systems and procedures to facilitate operations. Reviews, evaluates and coordinates requests for status reports.</td>
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<td>Supervises clerical staff and/or student workers. Recruits, screens, hires, trains, schedules and assigns work. Assesses performance and provides feedback. Counsels or disciplines, as needed.</td>
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<td>Liaises with school development officers. Advises on special project needs in areas such as purpose, time frame, format and alternative information sources, as needed.</td>
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<td>Conducts quality assurance reviews and evaluations on material for publications, reference materials, files and databases. Recommends changes and/or modifications as appropriate.</td>
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<td>Participates in providing historical and financial data and projections as required for budget development and planning.</td>
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<td>Oversees the development and maintenance of lists on major prospects.</td>
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<td><em>E</em></td>
<td>Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.</td>
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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:**
- 3 Years
- Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
- Experience in research, preferably donor prospect research in a university setting.

**Preferred Education:**
- Master's Degree

**Preferred Experience:**
- 5 Years

**Preferred Field of Expertise:**
- Supervisory experience

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Conflict resolution
- Consulting
- Counseling
- Development/fundraising
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Planning
- Problem identification and resolution
- Project management
Research
Scheduling
Staff development
Supervisory Skills
Teaching/Training

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

Supervises: Level:
Supervises employees and student workers

Supervises: Nature of Work:
Administrative
Clerical/Secretarial

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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