UNIVERSITY OF SOUTHERN CALIFORNIA

Development Officer I

Job Code: 129319

Grade: H
OT Eligible: No
Comp Approval: 3/7/2013

JOB SUMMARY:
Provides fundraising services for a school or development department. Plans and coordinates fundraising programs and projects. Cultivates and maintains relationships with donors and volunteers. Coordinates volunteer and support group activities. May lead volunteers, temporary and/or resource workers, as required.

JOB ACCOUNTABILITIES:

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<tr>
<th>E/M/NA</th>
<th>% TIME</th>
<th>Plancs, organizes and coordinates assigned fundraising programs and projects.</th>
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<td>Plans and coordinates activities of volunteer and support groups. Recruits members and provides guidance and support to leadership activities.</td>
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<td>Cultivates and maintains relationships with donors and volunteers.</td>
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<td>Develops and coordinates acknowledgement and recognition processes for donors.</td>
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<td>Establishes and maintains donor records and accounts.</td>
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<td>Conducts research for the purpose of updating and expanding the donor base.</td>
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<td>Identifies budget requirements and staffing needs on a project or event basis.</td>
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<td>Drafts informational and marketing materials for review for assigned programs. Assists in developing support materials for specific fundraising activities.</td>
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<td>May lead staff, volunteers, temporary and/or resource workers, as required. Plans and forms support and volunteer groups. Provides leadership, work guidance and/or training. Schedules, assigns and prioritizes workloads, as needed. Sets appropriate deadlines. Ensures timely completion of work.</td>
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<td>Interacts with other university departments, as required.</td>
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<td>May plan, organize and coordinate special events and activities.</td>
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<td>Attends professional meetings and seminars to enhance professional competence. Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
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*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential:  
- [ ] No  
- [x] 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:
- 1 year

Minimum Field of Expertise:
- Volunteer or support group administrative or management experience.

Preferred Education:
- Bachelor’s degree

Preferred Experience:
- 2 years

Preferred Field of Expertise:
- Marketing or non-profit management experience.

Skills:  Other:
- Analysis
- Assessment/evaluation
- Budget control
- Communication -- written and oral skills
- Creative writing and editing
- Development/fundraising
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Marketing
- Networking
- Organization
- Planning
- Problem identification and resolution
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Skills: Machine/Equipment:
- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

Supervises: Level:
May lead volunteers, 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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