UNIVERSITY OF SOUTHERN CALIFORNIA

Development Officer II
Job Code: 129323

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

JOB SUMMARY:
Manages specific fundraising programs and/or projects. May work for either the development department of a school or a development department of the university (e.g., Annual Giving, Corporate Relations, Foundation Relations, Planned Giving or Major Gifts).

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

Manages, plans, organizes and conducts specific fundraising programs or specialized development projects. Contributes to short and long-term strategic planning efforts. Recommends fundraising goals and objectives for assigned programs. Assesses, analyzes, and evaluates fundraising programs or specialized projects. Identifies problem areas or need for changes and provides recommendations for modifications or adjustments.

Identifies, cultivates and maintains relationships with donors and volunteers.

Identifies strategies for cultivation of donor prospects. Conducts research to update and expand donor base.

Manages program or event budgets. Provides recommendations for the development of a school or department fiscal year operating budget.

Drafts gift or grant proposals for review or provides recommendations and assistance to proposal writers.

Writes, edits and produces fundraising and/or marketing materials. Develops support materials for specific fundraising activities.

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.

May plan, organize and coordinate special events and activities.

Represents department or school at professional meetings and seminars for professional development. 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:

Fundraising, campaigns and/or volunteer management

Preferred Experience:

5 years

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Budget development
Communication -- written and oral skills
Conceptualization and design
Creative writing and editing
Development/fundraising
Graphic design
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Marketing
Networking
Organization
Planning
Problem identification and resolution
Project management
Public relations
Research
Scheduling

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

Supervises: Level:
May lead one or more employees performing similar work.
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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