UNIVERSITY OF SOUTHERN CALIFORNIA
Development Officer III
Job Code: 129325

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

JOB SUMMARY:
Manages fundraising function for a school or a development department of the university through identification, cultivation and solicitation of alumni and other donors, corporations and foundations, and/or government agencies. May participate in development of fundraising plans and strategies for a specific geographic area.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Manages day-to-day fundraising operation for a school or department of the university. Participates in the development of fundraising goals, policies and short and long-term strategies. Assesses, analyzes and evaluates fundraising programs, specialized projects or major events. Identifies problem areas or need for change and provides recommendations for modifications or adjustments.

Identifies, cultivates and solicits major prospects. Develops strategies for cultivating participation.

Prepares annual development reports assessing progress toward achievement of goals. Analyzes and evaluates information to identify trends and patterns, evaluates strategies and makes recommendations.

Participates in the development of school or department fiscal year operating budget. Develops and manages program or event budget.

Oversees public relations program(s), such as interacting with USC News Service. Coordinates interviews, press releases and announcements.

Develops and coordinates production of fundraising and marketing materials. Liaises with university Public Relations Office to ensure goals of school or department are effectively represented to public.

Researches data for proposal development. Writes proposals for presentation to major individual prospects, foundations and corporations, and/or government agencies.

Oversees volunteers and support groups and respective fundraising efforts, activities and/or events. Ensures events and activities are planned and implemented efficiently. Provides leadership guidance to volunteers who assist in the identification, cultivation and solicitation of major prospects.

Develops or participates in development and management of donor relations and prospect management systems, ensuring compliance with applicable laws and
regulations.

Represents the school or department at professional and university meetings, seminars and conferences for professional development. Communicates goals and priorities of school or university to various professional communities.

May supervise staff, student, temporary or resource workers. Schedules, assigns and delegates workload. Sets appropriate deadlines. Ensures timely completion of work. Provides guidance and feedback.

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:

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<th>Essential</th>
<th>No</th>
<th>Yes</th>
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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:

5 years
Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

Major campaign, fundraising, public relations and/or volunteer management experience.

Preferred Education:

Master’s degree

Preferred Experience:

7 years

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Budget development
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Counseling
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
Public speaking/presentations
Research
Scheduling

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

Supervises: Level:
May supervise staff, student, temporary 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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