UNIVERSITY OF SOUTHERN CALIFORNIA

Development Director - Managerial

Job Code: 129327

Grade: M
OT Eligible: No
Comp Approval: 8/3/2012

JOB SUMMARY:
Directs the comprehensive fundraising efforts for a school or a development department of the university (e.g., Major Gifts, Planned Giving, Real Estate).

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

_____ _____ Directs the comprehensive fundraising efforts for a school or development department of the university. Ensures compliance with university fundraising policies, goals and procedures.

_____ _____ Manages assigned staff to include interviewing, hiring, training, performance assessment, counseling, discipline and salary administration.

_____ _____ Develops and manages school or department fiscal year operating budget. Authorizes expenditures. Provides financial status reports and projections.

_____ _____ Collaborates with deans, faculty and staff to establish school or department fundraising goals. Develops, implements, monitors and assesses strategies to achieve goals.

_____ _____ Develops and manages donor relations and prospect management systems, ensuring compliance with applicable laws and regulations.

_____ _____ Identifies, cultivates and solicits major prospects and develops strategic plans for cultivating participation.

_____ _____ Develops, prepares and presents formal fundraising proposals to major donors and prospects.

_____ _____ Provides strategic direction for volunteer and support staff recruitment efforts.

_____ _____ Manages senior volunteer groups (e.g., Board of Councilors) and major fundraising efforts or events.

_____ _____ Participates in professional meetings and conferences and/or contributes to journals or publications to maintain professional contacts and visibility for program(s).

___E___ _____ 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.

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:
- 7 years
- Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:
- Major campaign, fundraising, and/or senior volunteer group management experience.

Preferred Education:
- Master’s degree

Preferred Experience:
- 10 years

Skills: Other:
- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Coaching
- Communication -- written and oral skills
- Conceptualization and design
- Conflict resolution
- Counseling
- Creative writing and editing
- Development/fundraising
- Human resource process and employment knowledge
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Managerial skills
- Marketing
- Networking
Organization
Planning
Problem identification and resolution
Project management
Public relations
Public speaking/presentations
Research
Scheduling
Staff development
Teaching/training

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocoper

Supervises: Level:

Manages through subordinate supervisors.

Supervises: Nature of Work:

Administrative
Clerical/Secretarial
Professional/Paraprofessional

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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