UNIVERSITY OF SOUTHERN CALIFORNIA
Development Director - Specialist
Job Code: 129331

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

JOB SUMMARY:
Serves as an expert or lead development professional in a highly specialized program such as Planned Giving or Foundation Relations. Assists in designing and implementing highly specialized program activities.

JOB ACCOUNTABILITIES:

**E/M/NA**  % TIME

- Serves as an expert or lead development professional. Assists Director or Executive Director in designing and implementing highly specialized program activities. Contributes to short and long-term strategic planning for program. Recommends goals and objectives.

- Plans, organizes and implements specialized activities as part of overall school development programs.

- 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.

- Serves as a resource for assigned area of expertise. Interacts with prospects, donors, staff and outside professionals to provide information regarding assigned specialized program.

- Assists in developing and managing donor relations and prospect management systems, ensuring compliance with applicable laws and regulations.

- May supervise staff including interviewing, hiring, training, evaluating performance, counseling and disciplining. Schedules and delegates workload. Provides guidance and feedback.

- Participates in professional meetings and conferences and/or contributes to journals or publications to maintain professional contacts and visibility.

- 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
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 and fundraising experience

**Preferred Experience:**
- 10 years

**Skills:**
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Conceptualization and design
- Counseling
- Creative writing and editing
- Development/fundraising
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Managerial skills
- Marketing
- Negotiation
- Networking
- Organization
- Planning
- Problem identification and resolution
- Project management
- Public relations
- Public speaking/presentations
- Research
- Scheduling
Teaching/training

Skills: Machine/Equipment:

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

Supervises: Level:

May oversee staff, students, volunteers, agencies and/or resource employees.

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.

The University of Southern California is an Equal Opportunity Employer