UNIVERSITY OF SOUTHERN CALIFORNIA
Strategic Business Development Representative
Job Code: 134021

OT Eligible: No
Comp Approval: 6/29/2016

JOB SUMMARY:
Achieves or exceeds established revenue goals, ensures new business development, and promotes growth of the organization. Seeks new opportunities to expand number of referral sources. Maintains relationships by reaching out to community partners and referral sources regularly. Attends relevant networking and marketing events in order to expand business contacts and relationships. Collaborates with internal and external partners on strategy implementation. Prepares and delivers status reports as needed.

JOB ACCOUNTABILITIES:

* 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:**
- 1 year

**Minimum Field of Expertise:**
- Experience with the process of new business development. Exceptional communication, presentation, and negotiation skills required. Demonstrated analytical, relationship-building and problem solving skills.

**Preferred Education:**
- Bachelor’s degree

**Preferred Experience:**
- 2 years

**Skills: Other:**
- Communication -- written and oral skills
- Conceptualization and design
- Consulting
- Creative writing and editing
- Development/fundraising
- Knowledge of applicable laws/policies/principles/etc.
- Lead/guidance skills
- 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 oversee student, temporary and/or resource workers.

Supervises: Nature of Work:
Administrative

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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