UNIVERSITY OF SOUTHERN CALIFORNIA

Strategic Business Development Administrator

Job Code: 134023

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

JOB SUMMARY:
Develops and implements comprehensive strategies to maximize revenue and to ensure new business development. Recruits, screens, hires, trains and directly supervises all assigned subordinate staff. Maintains consistent growth by continuously establishing and maintaining relationships. Researches and provides analysis of business opportunities and strategic plans, both short and long range, to support the revenue objectives of the University. Collaborates with internal and external partners on strategy implementation.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

_______ __________ Develops and implements comprehensive strategies to maximize revenue and to ensure new business development. Communicates the strategies to all staff. Aligns the strategies with that of the organization and other programs, seeking to maximize effectiveness through collaboration. Maintains the highest standards of customer service.

_______ __________ Recruits, screens, hires, trains and directly supervises all assigned subordinate staff. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees as required. Recommends departmental goals and objectives, including workforce planning and compensation recommendations. Reassesses or redefines priorities as appropriate in order to achieve performance objectives.

_______ __________ Maintains consistent growth by continuously establishing new accounts and maintaining existing accounts. Maintains a high level of contact and dialogue with the key Funding bodies and Corporate Partners that support the University. Provides strategic recommendations to administration to attract new partners and promote innovative programs.

_______ __________ Researches and provides analysis of business opportunities and strategic plans, both short and long range, to support the revenue objectives of the University. Sets the strategic direction for, oversees and co-ordinates all business activity to include targeting, prospecting and presenting compelling business propositions to new and existing partners. Effectively manages new business deals with potential customers, working closely with marketing and communications.

_______ __________ Collaborates with internal and external partners on strategy implementation. Maintains a close awareness throughout all phases of the implementation to ensure a successful conclusion.

_______ __________ Contributes to the promotion of the University at external events (e.g., conferences and professional association meetings). Exhibits thorough knowledge of the mission and goals of the University and/or the department.

_______ __________ Prepares and gives business reviews and presentations to the senior management team on a regular basis.

_______ __________ Adheres to the requirements of accrediting, federal, and state agencies as well as
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:  
- [x] Yes  
- [ ] 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:**

- 3 years

**Minimum Field of Expertise:**

- Bachelor’s Degree in business management, marketing, finance, or other related disciplines. Thorough 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:**

- 5 years

**Skills: Other:**

- Analysis
- Assessment/evaluation
- Budget control
- Communication -- written and oral skills
- Conceptualization and design
- Consulting
- Creative writing and editing
- Development/fundraising
- Interpretation of policies/analyses/trends/etc.
- 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

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

Supervises: Level:
Manages employees (varied levels) across departments on a project basis.

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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