UNIVERSITY OF SOUTHERN CALIFORNIA

Chief Strategy and Business Development Officer,
Medical Center

Job Code: 199144

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<th>Grade:</th>
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<td>OT Eligible:</td>
<td>No</td>
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<td>Comp Approval:</td>
<td>12/6/2011</td>
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**JOB SUMMARY:**

Has responsibility for development and execution of a clinical strategic plan, business development, capital project management and clinical affiliation oversight for the Keck Medical Center of USC in coordination with Health Sciences Campus senior leadership. Guides strategy formulation and supports planning for program implementation across clinical enterprise by developing dynamic, multi-year projections. Oversees researching market opportunities; identifies potential merger, acquisition or affiliation opportunities; and evaluates new clinical programs. Provides leadership with timely information relevant to strategic issues confronting the organization. Directs business development/physician relations in support of strategic priorities that minimize risk and maximize return on investment resources. Collaborates with senior leadership to develop ambulatory and outreach strategies that increase market strength through patient referrals in support of clinical enterprise initiatives. Manages clinical affiliation relations of the Health Sciences, including institutions such as Children’s Hospital of Los Angeles (CHLA) Huntington Hospital, and Hollywood Presbyterian Medical Center. Interacts with USC Hospital CEO, Dean of Keck School of Medicine, CEO of USC Care, Joint Contracting Officer, and clinical department chairs. Reports to Senior Vice President and Chief Executive Officer for USC Health.

**JOB ACCOUNTABILITIES:**

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<th>*E/M/NA</th>
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Serves as the key advisor to the Keck Medical Center of USC executive leadership regarding cross entity clinical strategic planning. Has organization-wide responsibility for development and execution of a clinical strategic plan, business development, capital project management and clinical affiliation oversight for Medical Center in coordination with Health Sciences Campus senior leadership.

| ______ | ______ |

Has responsibility for overall strategic planning and business development, including venture projects, potential mergers, acquisition and affiliations and cross mission/entity planning for Medical Center. Leads strategic planning processes in coordination with senior leadership of the Keck School of Medicine.

| ______ | ______ |

Oversees planning and acquisition of resources to meet short and long-range goals for Medical Center. Develops and directs business development functions in support of strategic priorities to minimize risk and maximize return on investment of resources. Manages risks to Medical Center. Supports departmental business development plans ensuring integration with overall strategic objectives and aligned with other market development strategies.

| ______ | ______ |

Develops scope and justification for new capital projects. Provides studies, analyses, evaluation, financial options and recommendations based on findings.
Directly or indirectly manages all staff assigned, usually through subordinate managers or supervisors. Determines organizational structure, reporting relationships and short and long-range staffing needs based on Medical Center goals. Reviews and approves hiring and salary actions to ensure compliance with policy. Oversees performance appraisal process for staff and remains informed of any disciplinary actions required.

Develops and manages departmental budget. Makes major budgetary and resource allocation decisions. Develops projections for short and long-term planning. Provides financial status reports, as needed.

Develops operating and administrative policies. Directs the dissemination, interpretation and application of policies university-wide and grants exceptions. Applies a strong understanding of the policies of university and the affiliates and the relationship between the entities.

Directs appropriate market research to evaluate customer needs, tracking market trends and marketplace opportunities. Develops, analyzes, interprets and presents market research findings to appropriate audiences at all levels of clinical enterprise. Identifies and recommends opportunities to Health Sciences leadership.

Provides oversight and direction for physician relation outreach strategy for Medical Center’s programs, services and projects in support of organization’s strategic plan/mission.

Has responsibility for international initiatives that includes development of international clinical affiliations and partnerships.

Directs and monitors the Physician Liaison Program to establish and maintain positive relations with providers and community physicians and clinics. Participates in regular senior management meetings to establish and monitor short and long-range positioning goals for all segments of clinical enterprise and means of accomplishing goals.

Provides strategic oversight for clinical satellites and affiliations for Medical Center. Has responsibility for strategic planning, development, maintenance, and management of all business functions related to affiliation relationships. Manages relationships with affiliates and actively identifies issues. Seeks out and coordinates leadership collaborations to determine course of action and/or resolutions, and executes solutions.

Coordinates marketing and communications functions with VP of Public Relations and Marketing to ensure that all communications are coordinated with Medical Center strategic plan and business development. Works closely with marketing and communications to develop new positioning opportunities for Medical center.

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
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.

HOSPITAL POSITION REQUIREMENTS

Essential: No

Yes  Employee maintains required applicable licensure, certification, education, annual health screening and other applicable hospital or job specific requirement (BLS, ACLS, CPI, etc.). Fire and Safety card must be presented upon hire or within first 90 days of hire and maintained by renewing before expiration date. Annual Health Assessment (PPD) and other Employee Health requirements done before due date. Annual Review Module completed on time in past 12 months, if applicable. Use of standard precautions in all patient contact and adherence to infection control measures/practices throughout hospital and in assigned duties. Maintains the confidentiality of patient information and protects confidential and proprietary information about employees and university. Compliance to appropriate regulatory standards.

JOB QUALIFICATIONS:

Minimum Education:

Master's degree

Minimum Experience:

10 years

Minimum Field of Expertise:

Master’s Degree in Business Administration or Public Health or directly related field. Healthcare leadership experience of which three to five years of experience should be in strategic development, planning, market analysis, and business development. Experience in capital development, marketing and communication, academic medicine, and referring physicians’ relationship management. Three or more years of hospital experience with supervisory/managerial responsibility. Demonstrated exceptional verbal and written communication skills and strong analytical and collaborative skills. Exceptional skilled negotiator.

Preferred Experience:

15 years

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Budget development
Coaching
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Consulting
Counseling
Human resource process and employment knowledge
Interpersonal skills
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Leadership
Managerial skills
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Scheduling
Staff development
Statistical analysis
Teaching/training

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

Supervises: Level:
Manages through multiple layers of subordinate supervisors.

Supervises: Nature of Work:
Administrative
Clerical/Secretarial
Managerial
Professional/Paraprofessional
Project Management

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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