

# UNIVERSITY OF SOUTHERN CALIFORNIA

## Director, Development

Job Code: 129327

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OT Eligible: No

Comp Approval: 1/1/2022

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### **JOB SUMMARY:**

Directs and oversees the comprehensive fundraising efforts or a specific fundraising program for a school or development department.

### **JOB ACCOUNTABILITIES:**

#### **\*E/M/NA % TIME**

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|-------|-------|---|
| _____ | _____ | Directs the development and implementation of school/unit fundraising goals and activities. Plans and implements specific or multiple fundraising programs (e.g. major gifts, annual giving, corporate or foundation relations). Ensures fundraising efforts are in compliance with university policies, goals and procedures.  |
| _____ | _____ | Directs and provides leadership to development team, maintaining responsibility for strategic vision, fiscal oversight, staff development and staffing needs. Manages assigned staff (e.g., interviewing, training, salary administration) and senior volunteer groups (e.g., board of councilors).   |
| _____ | _____ | Develops and directs school or department operating budgets. Provides financial status reports and projections. Maintains awareness and knowledge of current changes within legal and regulatory environments which may affect development and university policies. Participates in professional meetings and conferences, and/or contributes to relevant journals or publications.                                     |
| _____ | _____ | Directs the identification, cultivation and solicitation of major prospects, and develops strategic plans for cultivating participation. Oversees the development and management of donor relations and prospect management systems, ensuring compliance with applicable laws and regulations. Responsible for development, preparation and presentation of formal fundraising proposals to major donors and prospects. |
| _____ | _____ | Collaborates with university stakeholders to create fundraising and/or marketing materials (e.g., videos, articles regarding gifts and fundraising events). Develops, implements, monitors and assesses strategies to achieve goals.  |
| _____ | _____ | Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.   |
|       |       | 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:**

10 years

Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**

Experience in development, maintaining meaningful relationships with a wide variety of internal/external stakeholders. Three years of management experience. Ability to self-manage, prioritize work assignments and manage multiple deadlines. Experience maintaining and interpreting large datasets and database systems. Excellent planning, organizational and interpersonal skills. Detail oriented with excellent written and oral communication skills. Proficient in Microsoft Office.

**Preferred Education:**

Master's degree

**Preferred Experience:**

12 years

**Preferred Field of Expertise:**

Master's degree in business administration or a related field. Development experience in higher education. Experience in management/leadership roles. Volunteer experience in fundraising, campaign or non-profit environments. Experience with email marketing, website development/coding and Adobe Creative Suite. Extensive customer service experience. Fluent in one or more language in addition to English (e.g., Spanish).

**Supervises: Level:**

Manages through subordinate supervisors.

**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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