

UNIVERSITY OF SOUTHERN CALIFORNIA

Specialist, Development Research

Job Code: 129313

OT Eligible: No

Comp Approval: 1/1/2022

JOB SUMMARY:

Coordinates prospect research for fundraising programs and projects. Provides in-depth research services for development activities requiring a high degree of sensitivity. Assists with unit operations and administrative functions.

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

_____ _____ Coordinates giving history research (e.g., for individuals, corporations, foundations). Helps provide historical/financial data/projections for budget development and planning. Recommends and implements improvements to existing operations. Keeps abreast of relevant news and industry trends.

_____ _____ Develops and maintains electronic information systems and procedures to facilitate operations. Conducts quality assurance reviews and evaluations on material (e.g., for publications, reference materials, files and databases); recommends changes/modifications as appropriate.

_____ _____ Prepares, produces and distributes proposals (e.g., grant, funding). Supervises planning, scheduling and administration. Sets and communicates priorities. Hires and trains staff; schedules and assigns work. Evaluates performance; provides guidance and feedback.

_____ _____ Reviews, evaluates and coordinates requests for status reports. Liaises with school development officers; advises on special project needs (e.g., regarding purpose, time frame, format, alternative data sources).

_____ _____ Oversees the development and maintenance of lists on major prospects.

_____ _____ 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:

3 years
Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

Development research experience in higher education. 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 skill. Proficient in Microsoft Office.

Preferred Education:

Bachelor's degree

Preferred Experience:

5 years

Preferred Field of Expertise:

Bachelor's degree in business administration or a related field. 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:

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.

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