

UNIVERSITY OF SOUTHERN CALIFORNIA

Specialist, Development Support

Job Code: 129310

OT Eligible: No

Comp Approval: 1/1/2022

JOB SUMMARY:

Administers and implements fundraising programs. Designs annual solicitations, identifies donors, develops proposals and recognition procedures, and plans events.

JOB ACCOUNTABILITIES:

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

- | | | |
|-------|-------|---|
| _____ | _____ | Oversees the administration and implementation of fundraising programs on campus and around the country. Plans fundraising meetings and events. Coordinates marketing efforts. |
| _____ | _____ | Develops donor acknowledgement and recognition procedures; writes acknowledgement letters. Develops fundraising strategies. Assists with writing annual fundraising appeals. |
| _____ | _____ | Designs, implements and conducts annual solicitations. Assists in developing major gift pipelines. Develops proposals for potential donors. Assists in developing departmental strategic plans. Trains and mentors volunteers and support staff. Coordinates development committees. |
| _____ | _____ | Identifies and prioritizes donor prospects and works with assigned prospects to establish ongoing relationships. May research, visit and cultivate prospective donors. |
| _____ | _____ | Develops and coordinates all communications and solicitations. Manages donor gift acknowledgements and other mailings; analyzes past responses. Writes content for newsletters, websites and other media. Proactively identifies opportunities to communicate with donors and alumni. Manages communication between staff and university (e.g., academic departments, interdisciplinary programs, research centers). Prepares and distributes reports (e.g., funding, endowed funds). |
| _____ | _____ | 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:

5 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. 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:

7 years

Preferred Field of Expertise:

Development experience in higher education. 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 lead one or more employees performing similar work.
May lead volunteers, temporary and/or resource workers.

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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