

UNIVERSITY OF SOUTHERN CALIFORNIA

Executive Director, Development

Job Code: 199095

OT Eligible: No

Comp Approval: 1/1/2022

JOB SUMMARY:

Directs and oversees the comprehensive fundraising efforts for a school or unit. Oversees all fundraising programs (e.g., annual giving, major gifts, corporate and foundation relations). Develops strategic plans for fundraising initiatives, soliciting and expanding donor base. Collaborates with executive and academic leadership to establish fundraising goals. Identifies and cultivates major donors and prospects.

JOB ACCOUNTABILITIES:

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

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|-------|-------|---|
| _____ | _____ | Oversees and provides the overall direction of comprehensive fundraising efforts for a school or unit. Exercises strategic management of development and fundraising goals and activities. Responsible for planning, organizing, developing and implementing long- and short-term strategies to secure major and principal gifts from alumni, foundations and other donors. |
| _____ | _____ | Directs and provides leadership to development team, maintaining responsibility for strategic vision, fiscal oversight, staff development and staffing needs. Creates and disseminates key executive messages to both internal and external audiences, as needed. |
| _____ | _____ | Develops and oversees annual development budgets. Oversees and 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 journals or publications. |
| _____ | _____ | Represents a school or department in all facets to development stakeholders. Identifies and cultivates major donors and prospects, developing and reviewing strategic plans for soliciting and expanding donor base. Plans, schedules and directs campus visits and/or special events to help secure annual, major, and planned gifts, grants and private support. Encourages, facilitates, and solicits proposals from faculty for appropriate foundations and corporations. |
| _____ | _____ | Collaborates with university stakeholders to create fundraising and/or marketing materials (e.g., videos, articles regarding gifts and fundraising events). Attends and provides support to other school or university special events, as needed. |
| _____ | _____ | 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. Five 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:

Leads one or more employees performing similar work.

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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