

UNIVERSITY OF SOUTHERN CALIFORNIA

Director, Development Support

Job Code: 129359

OT Eligible: No

Comp Approval: 1/1/2022

JOB SUMMARY:

Directs the day-to-day operations of the design and implementation of an organization's fundraising program. Promotes interaction with and recognition of donors. Establishes and builds relationships with past and current donors to enhance donor relationships with the organization.

JOB ACCOUNTABILITIES:

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

- _____ _____ Directs the administration and implementation of fundraising programs on campus and around the country. Oversees the design and implementation of donor recognition programs; designs individualized recognition for special donors.
 - _____ _____ Develops departmental strategic plans and budgets. Ensures adherence to organizational and departmental policies and procedures.
 - _____ _____ Directs the administration of an informative, efficient, and effective fundraising program. Manages staff, makes hiring decisions, and may provide training and mentoring. Evaluates performance and determines staffing needs.
 - _____ _____ Creates and participates in new and imaginative ways to build meaningful relationships with donors. Participates in senior-level strategy meetings.
 - _____ _____ Monitors all donor communications (e.g., acknowledgments, invitations, press releases). May deliver proposals to potential donors. Chairs committees and working groups drawn from the development community. Serves as a high-level advisor to fundraisers at every level to help support, enhance and coordinate their efforts. Prepares endowment reports.
 - _____ _____ 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:

10 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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