

UNIVERSITY OF SOUTHERN CALIFORNIA

Manager, Development

Job Code: 129326

OT Eligible: No

Comp Approval: 1/1/2022

JOB SUMMARY:

Manages fundraising functions for a school or development department through identification, cultivation and solicitation of donors, corporations and foundations. Develops fundraising plans and strategies.

JOB ACCOUNTABILITIES:

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

_____ _____ Designs and implements highly specialized program activities. Contributes to short- and long-term strategic program planning. Recommends goals and objectives. Plans, organizes and implements specialized activities as part of overall school development programs.

_____ _____ Manages and provides guidance to development staff. Recruits, hires, trains and manages program staff. Schedules and assigns work, assessing performance and providing feedback. Counsels or disciplines staff as needed. Identifies and recommends opportunities for staff training, professional growth and development.

_____ _____ Develops and manages 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.

_____ _____ Identifies, cultivates and solicits major prospects, and develops strategic plans for cultivating participation. Develops and manages donor relations and prospect management systems, ensuring compliance with applicable laws and regulations. Develops, prepares and presents formal fundraising proposals to major donors and prospects.

_____ _____ Manages and oversees fundraising and/or marketing materials. Collaborates with university stakeholders. Serves as a resource for assigned areas of expertise. Interacts with prospects, donors, staff and outside professionals to provide information regarding assigned specialized programs.

_____ _____ 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:

7 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. One year 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:

Leads one or more employees performing similar work.

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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