



## Associate Vice President, Health Sciences Advancement Job Description

### JOB INFORMATION

Job Code:	199098
Job Title:	Associate Vice President, Health Sciences Advancement
FLSA Status:	Exempt
Supervisory:	Manages through multiple layers of subordinate supervisors.
Job Family:	Development
Job Family Group:	Development and Fundraising
Management Level:	4 Administrator

### JOB SUMMARY

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

#### Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

#### Work Experience

Req	Pref	Work Experience	Experience Level
X		10 years	university development and/or advancement
	X	12 years	

#### Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Proven experience with cultivation and solicitation of major gifts from a variety of donors (e.g., individuals, corporations, foundations).
X		Demonstrated experience interacting with a broad spectrum of leaders and community members, exercising diplomacy, good judgment, and discretion.
X		Excellent written and oral communication skills, advanced political acumen, and exemplary attention to detail.
X		Ability to build, develop and manage diverse, high-performing teams, fostering an environment of trust, collaboration, transparency, and accountability.

## Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrated ability to work independently with minimal supervision, deftly handle time-sensitive matters, meet strict deadlines, and accomplish high-profile and sometimes confidential tasks.
X		Experience with office management software/tools (e.g., Google suite, Slack, Skype).
	X	Demonstrated experience with senior leadership in an academic or business environment and sophisticated philanthropists.
	X	Experience in health sciences fundraising, preferably in an academic medical setting.
	X	Expert knowledge of current and emerging higher education issues, and relevant essential rules, policies, laws, and best practices.

## Other Job Factors

### JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Directs leadership of robust advancement teams (e.g., neuroscience, stewardship and donor relations, advancement communications) with significant responsibilities tied to securing new donors and major and principal gifts.				
Works closely with multiple clinical department chairs, institute and center directors to generate support for Keck Medicine of USC. Keeps them apprised of project/program status and adeptly navigates requests that do not align with fundraising mandates.				
Serves as a critical liaison with advancement colleagues across the university, including central advancement. Leverages opportunities and resources benefiting HSA. Collaborates with assigned leadership to develop and implement gift strategies and secure new donors. Develops and adheres to best practices in communications, donor relations, annual giving, major and principal gift solicitations.				
Develops stewardship protocols for donors at all levels. Manages special projects and provides support in development and implementation of short- and long-term projects. Plans, coordinates, schedules and organizes project activities to meet objectives. Develops, enhances and maintains information systems to support project operations. Prepares status reports on project plans, progress and results of activities. Responds to information requests from faculty, donors and advancement colleagues as needed.				
Oversees staff and leadership in assigned departments, consulting with relevant stakeholders as needed while maintaining overall control of planning, staffing, budgeting, and administration. Manages and motivates staff, monitors progress of work and provides training and technical supervision. Makes hiring, staffing, promotional and salary decisions. Supervises development and implementation of training materials.				
Continuously seeks ways to improve upon processes, leverage opportunities an experiment in ways that benefit the whole program. Plays a key role in development strategies, charting paths for achievement. 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.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	efforts, and mobilize other staff members if needed.		and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			Yes

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_

Print Employee Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Manager Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.