



Institutional Officer, Development Research

Job Description

JOB INFORMATION

<i>Job Code:</i>	129320
<i>Job Title:</i>	Institutional Officer, Development Research
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May lead one or more employees and/or students performing similar work.
<i>Job Family:</i>	Development
<i>Job Family Group:</i>	Development and Fundraising
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Leads prospect research for fundraising programs and projects. Identifies, develops, and leads federal research initiatives to maintain university tier R1 status and competitiveness in assigned scientific and research areas. Maintains long-term strategic relationships with federal funding sponsors and stakeholders, monitors all communications (e.g., acknowledgments, awards, invitations, press releases), and delivers white papers, informal abstracts, and proposals to funding sponsors. Executes ad hoc tasks as required and serves as an intelligence community representative for the university.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

Additional Education

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

X Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		10 years	Ten years of experience working in the development research in higher education. Demonstrable experience obtaining research funding. Experience in federal acquisition, budgeting, and research. Ability to build, foster, and maintain long-term professional relationships.

Additional Work Experience

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

X Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Leads research and innovation programming and activities and serves as a university Institutional Research Official (IRO) for assigned discipline(s). Responsible for developing and executing long and short-term research projects, programs, and strategies to retain university R1 status, position the university for future research funding, and to maintain relationships with new and existing sponsors.				
Identifies, develops, and leads major new federal research channels. Directs and manages assigned discipline(s) and research initiative(s) by facilitating and increasing research funding, awards and recognition, and impact for scholarly activity across all disciplines. Develops and executes strategies to foster research growth and meet vision/goals. Leads and participates in senior-level vision and strategy, organizational and competitive intelligence, execution meetings and planning efforts.				
Monitors all relevant communications (e.g., acknowledgments, awards, invitations, press releases) and creates and disseminates key executive messages to both internal and external audiences, as needed. Delivers white papers, informal abstracts, and proposals to funding sponsors. Prepares reports required by the funding sponsor(s) and/or university senior administration or other leadership.				
Chairs internal and external research committees and working groups. Serves as a high-level advisor to funding sponsors to support, enhance, and coordinate their efforts. Serves as an intelligence community representative for USC and maintains long-term strategic relationships with federal funding sponsors and stakeholders to establish resolve problems, organize formal agreements and position the university for success. Represents USC in an official capacity as necessary.				
Executes ad hoc direct tasks as required. Provides professional development and training opportunities for faculty, researchers, staff, and administrators, and serves as a research innovation framework (RIF) subject matter expert for university stakeholders. 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

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
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.		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 and USC's policy at: https://policy.usc.edu/mandated-reporters/
	<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: https://dps.usc.edu/alerts/clery/		No

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.