



**USC** University of  
Southern California

## Manager, Development Research Job Description

### JOB INFORMATION

<i>Job Code:</i>	129303
<i>Job Title:</i>	Manager, Development Research
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee staff, students, volunteers, agencies and/or resource employees.
<i>Job Family:</i>	Development
<i>Job Family Group:</i>	Development and Fundraising
<i>Management Level:</i>	5 Manager

### JOB SUMMARY

Manages prospect research for fundraising programs and projects. Directs and implements the university's and/or school/division's research and development policies, objectives, and initiatives. Oversees research services for development activities.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
	X	Bachelor's degree	Business Administration	Or
	X	Bachelor's degree	in related field(s)	

#### Additional Education

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

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		7 years		
	X	8 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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Development research experience in higher education.
X		Ability to self-manage, prioritize work assignments and manage multiple deadlines.
X		Experience maintaining and interpreting large datasets and database systems.

## Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Excellent planning, organizational and interpersonal skills.
X		Detail oriented with excellent written and oral communication skill.
X		Proficient in Microsoft Office.
	X	Experience in management/leadership roles.
	X	Volunteer experience in fundraising, campaign or non-profit environments.
	X	Experience with email marketing, website development/coding and Adobe Creative Suite.
	X	Extensive customer service experience.
	X	Fluent in one or more language in addition to English (e.g., Spanish).

## Other Job Factors

### JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Develops programmatic recommendations based on university and/or school/division priorities and objectives in consultation with senior leadership. Oversees data transfers. Ensures data integrity, troubleshooting and resolving any issues.				
Develops, maintains, and improves services that deliver prospect data and/or gift information to development staff (e.g., electronic information systems, procedures to facilitate operations). Manages vendor relationships and contracts for prospect research products, as needed.				
Creates strategies and objectives for the research department. Manages staff and determines staffing needs; makes hiring decisions, tracks performance and provides training and mentoring.				
Evaluates and coordinates requests for status reports/briefings. Provides prospect data reports to staff for followup. Provides guidance and training to staff for compliance-related questions and issues. Maintains and improves donor relations (e.g., ensuring proper data handling, maintaining confidentiality).				
Vets and screens prospects to mitigate university risk (e.g., legal, financial, reputational, dependency).				
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 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: <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>			

## 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.