



Senior Associate Vice President, Health Sciences Advancement Job Description

JOB INFORMATION

<i>Job Code:</i>	199097
<i>Job Title:</i>	Senior Associate Vice President, Health Sciences Advancement
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee staff, students, volunteers, agencies and/or resource employees.; Supervises employees and/or student workers.
<i>Job Family:</i>	Development
<i>Job Family Group:</i>	Development and Fundraising
<i>Management Level:</i>	3 Executive

JOB SUMMARY

Serves as second-in-command for Health Sciences Advancement, working closely with the vice president. Fastidiously collaborates with health sciences senior leaders, generating support for the health enterprise's missions and priorities. Provides leadership

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.

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	
	X	10 years	in academic medicine, with increasing levels of management experience

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		Proficient experience in academic medicine.
X		Demonstrated experience planning and executing development efforts, including capital campaigns, in support of institutional and departmental strategies.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience leading senior volunteer boards, providing clear direction, goals, and timelines for success.
X		Experience collaborating with prominent faculty, and a sophisticated understanding of university research units.
X		Demonstrated track record of success securing major and principal gifts, leading teams to meet ambitious fundraising goals.
X		Exemplary interpersonal skills and emotional intelligence for “cold calling,” developing relationships with all types of students, staff, faculty, friends and alumni, and being particularly sensitive to diverse, sophisticated, high-net worth individuals and groups.
X		Outstanding written and oral communication skills, and proven ability to communicate in a clear, consistent, transparent manner, to create shared goals and understanding.
X		Demonstrated success in recruiting, retaining, and building diverse teams.
X		Knowledge of human resources processes, with experience in mediation, negotiation, staff development, and teaching/training staff.
X		Demonstrated experience developing communication plans, instructional materials, and related content, and with conducting in-person meetings.
X		Lead/guidance skills, with the ability to manage, balance and prioritize different tasks and projects for various projects.
X		Strong analytical and critical thinking skills.
X		Knowledge of risk management and liability issues affecting higher education.
	X	Demonstrated fundraising experience in a complex higher education institution, with multiple academic units, athletics, and academic medicine.
	X	Familiarity with higher-education economics.
	X	Experience with donor/development management systems (e.g., DonorPerfect, Raiser’s Edge NXT, eTapestry, Bloomerang, easyTithe).
	X	Demonstrated understanding, strong insight, and experience in development and/or fundraising in the Los Angeles and Greater Southern California region.
	X	Experience with joint-reporting structures, and managing multi-platform communications and marketing plans involving publications, videos, websites, social media, and public speeches and presentations.

Other Job Factors

- May require travel and working evenings and/or weekends, based on business necessity.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Serves as second in command for Health Sciences Advancement, working closely with the vice president. Assists in the planning, development, and strategy of the department’s overall operations. Works closely with the Keck School of Medicine dean, and the Keck Medicine senior vice president and chief executive officer, to establish strategic direction and generate support for the academic, research, and clinical missions and priorities of the university’s medical enterprise.				
Oversees a portfolio of high-level prospects and donors. Identifies and develops strategic plans to cultivate, solicit and steward major and principal prospects. Works closely with the HSA vice president, as well as University Advancement senior staff, to develop program goals, plans, and objectives, including financial targets, reporting, prospect contact and activity, and other analyses to aid in fundraising success.				
Leads efforts to enhance program infrastructures, acting as principal architect of short- and long-term program and operation strategies regarding internal and external HSA fundraising campaign goals and budget priorities. Has oversight of the medical enterprise’s comprehensive suite of advancement programs: institutes, initiatives, departments, hospitals; annual giving; pharmacy; grateful patient efforts. Serves as a liaison with University Advancement senior staff on grateful patient and metrics processes. Collaborates in the establishment of quantifiable, measurable elements for use in monitoring program effectiveness and success.				
Responsible for creating an environment that that enhances communication and encourages collaboration between HSA, University Advancement, and other relevant departments and groups. Reports directly to the HSA vice president, and				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
represents the VP, University Advancement, and/or the university itself, when necessary and appropriate.				
Oversees project and budget management, analytical support, and leadership for strategic goal planning, professional and team advancement, and office processes and administration. Manages, leads, and motivates HSA senior staff. Interviews, hires, trains, and supervises frontline gift officers, counseling and assessing performance, and determining discipline and salary administration.				
Supports the planning, scheduling and directing of advancement-oriented campus visits and/or special events to help secure annual, major, and planned gifts, grants and private support from alumni, foundations, corporations, and other current and potential donors. Oversees the creation of marketing materials, in coordination with the university communications department, including stories regarding gifts and fundraising events.				
Maintains awareness and knowledge of current changes within legal and regulatory environments, as well as university financial policies and procedures, to interpret applicable laws, rules and regulations which may affect HSA policies. Participates in professional meetings and conferences, and/or contributes to journals or publications, maintaining professional contacts and program visibility. Sets and communicates priorities and performance standards, and assesses operations with said criteria. Provides quality assurance reviews, and addresses areas in need of attention.				

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: 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/			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.