



**USC** University of  
Southern California

## Senior Director, Development Job Description

### JOB INFORMATION

<i>Job Code:</i>	129328
<i>Job Title:</i>	Senior Director, Development
<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>	4 Administrator

### JOB SUMMARY

Supports the dean in all areas of donor relations, solicitations, events, university protocol and more. Responsible for planning, organizing, developing, implementing, and executing long- and short-term strategies to secure major and principal gifts from individuals, alumni and foundations. Identifies and cultivates major donors and prospects, and develops strategic plans for soliciting and expanding donor base. Collaborates with executive and academic leadership, deans, faculty and staff to establish school/department fundraising goals. Measures progress, provides feedback and coaching, and empowers assigned development staff and volunteers through active and inclusive communication and delegation.

### 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		8 years	
	X	10 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		Experience in planning development efforts in support of institutional and departmental strategies, and managing and leading goal-oriented teams.

## Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience in academic and/or higher education development, collaborating with prominent faculty, and working understanding of university research units.
X		Demonstrated track record of success securing major gifts and meeting fundraising goals.
X		Exemplary interpersonal skills for communicating for “cold calling,” developing relationships with all types of students, staff and alumni, and being particularly sensitive to diverse, sophisticated, high-net worth individuals and groups.
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		Experience applying policies and procedures, writing legal and technical documents, and at assembling, organizing, and conceptualizing numerical data in spreadsheets, databases, reports, and presentations.
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	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.

## Other Job Factors

### JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Responsible for planning, organizing, developing, implementing, and executing long- and short-term strategies to secure major and principal gifts from individuals, alumni, foundations and other entities, all in support of a school or department’s mission. Oversees and provides the overall direction of comprehensive fundraising and stewardship efforts, defining and communicating specific needs and priorities.				
Represents a school or department in all facets to development stakeholders. Identifies and cultivates major donors and prospects, developing and reviewing strategic plans for soliciting and expanding donor base. Plans, schedules and directs development-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. Creates materials, in coordination with the university communications department, including videos and stories regarding gifts and fundraising events.				
Collaborates with executive and academic leadership, deans, faculty and staff to establish school/department fundraising goals. Provides strategic direction for volunteers and supports staff recruiting efforts. Encourages, facilitates, cultivates and solicits proposals from faculty for appropriate foundations and corporations. Attends and provides support to other school or university special events, as needed.				
Develops and oversees annual development budget. Manages and provides proactive leadership and mentorship to assigned development staff. Measures progress, provides feedback and coaching, and empowers staff and volunteers through active and inclusive communication and delegation. Leads and directs meetings of department leadership, overseeing notes and correspondence.				
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 journals or publications, maintaining professional contacts and program visibility.				

**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>			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.