



JOB INFORMATION

<i>Job Code:</i>	129310
<i>Job Title:</i>	Specialist, Development Support
<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

Administers and implements fundraising programs. Designs annual solicitations, identifies donors, develops proposals and recognition procedures, and plans events.

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	

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		5 years	
	X	7 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.
X		Excellent planning, organizational and interpersonal skills.
X		Detail oriented with excellent written and oral communication skill.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Proficient in Microsoft Office.
	X	Donor prospect research experience in higher education.
	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

	% Time	Essential	Marginal	N/A
Oversees the administration and implementation of fundraising programs on campus and around the country. Plans fundraising meetings and events. Coordinates marketing efforts.				
Develops donor acknowledgement and recognition procedures; writes acknowledgement letters. Develops fundraising strategies. Assists with writing annual fundraising appeals.				
Designs, implements and conducts annual solicitations. Assists in developing major gift pipelines. Develops proposals for potential donors. Assists in developing departmental strategic plans. Trains and mentors volunteers and support staff. Coordinates development committees.				
Identifies and prioritizes donor prospects and works with assigned prospects to establish ongoing relationships. May research, visit and cultivate prospective donors.				
Develops and coordinates all communications and solicitations. Manages donor gift acknowledgements and other mailings; analyzes past responses. Writes content for newsletters, websites and other media. Proactively identifies opportunities to communicate with donors and alumni. Manages communication between staff and university (e.g., academic departments, interdisciplinary programs, research centers). Prepares and distributes reports (e.g., funding, endowed funds).				
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
	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/
Campus Security Authority (CSA)			Essential:
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.