



Strategic Business Development Administrator Job Description

JOB INFORMATION

<i>Job Code:</i>	134023
<i>Job Title:</i>	Strategic Business Development Administrator
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages employees (varied levels) across departments on a project basis.
<i>Job Family:</i>	Business Development
<i>Job Family Group:</i>	Development and Fundraising
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Develops and implements comprehensive strategies to maximize revenue and to ensure new business development. Recruits, screens, hires, trains and directly supervises all assigned subordinate staff. Maintains consistent growth by continuously establishing and maintaining relationships. Researches and provides analysis of business opportunities and strategic plans, both short and long range, to support the revenue objectives of the University. Collaborates with internal and external partners on strategy implementation.

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.

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		3 years	
	X	5 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		Thorough experience with the process of new business development.
X		Exceptional communication, presentation, and negotiation skills.
X		Demonstrated analytical, relationship-building and problem solving skills.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Develops and implements comprehensive strategies to maximize revenue and to ensure new business development. Communicates the strategies to all staff. Aligns the strategies with that of the organization and other programs, seeking to maximize effectiveness through collaboration. Maintains the highest standards of customer service.				
Recruits, screens, hires, trains and directly supervises all assigned subordinate staff. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees as required. Recommends departmental goals and objectives, including workforce planning and compensation recommendations. Reassesses or redefines priorities as appropriate in order to achieve performance objectives.				
Maintains consistent growth by continuously establishing new accounts and maintaining existing accounts. Maintains a high level of contact and dialogue with the key funding bodies and corporate partners that support the university. Provides strategic recommendations to administration to attract new partners and promote innovative programs.				
Researches and provides analysis of business opportunities and strategic plans, both short and long range, to support the revenue objectives of the university. Sets the strategic direction for, oversees and co-ordinates all business activity to include targeting, prospecting and presenting compelling business propositions to new and existing partners. Effectively manages new business deals with potential customers, working closely with marketing and communications.				
Collaborates with internal and external partners on strategy implementation. Maintains a close awareness throughout all phases of the implementation to ensure a successful conclusion.				
Contributes to the promotion of the University at external events (e.g., conferences and professional association meetings). Exhibits thorough knowledge of the mission and goals of the university and/or the department.				
Prepares and gives business reviews and presentations to the senior management team on a regular basis.				
Adheres to the requirements of accrediting, federal, and state agencies as well as the policies and procedures of the university.				

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/			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.