



## Strategic Business Development Representative Job Description

### JOB INFORMATION

Job Code:	134021
Job Title:	Strategic Business Development Representative
FLSA Status:	Exempt
Supervisory:	May oversee student, temporary and/or resource workers.
Job Family:	Business Development
Job Family Group:	Development and Fundraising
Management Level:	7 Individual Contributor

### JOB SUMMARY

Achieves or exceeds established revenue goals, ensures new business development, and promotes growth of the organization. Seeks new opportunities to expand number of referral sources. Maintains relationships by reaching out to community partners and referral sources regularly. Attends relevant networking and marketing events in order to expand business contacts and relationships. Collaborates with internal and external partners on strategy implementation. Prepares and delivers status reports as needed.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
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

Req	Pref	Work Experience	Experience Level
X		1 year	
	X	2 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

Req	Pref	Functional Skills
X		Experience with the process of new business development. Exceptional communication, presentation, and negotiation skills required. Demonstrated analytical, relationship-building and problem solving skills.

## Other Job Factors

### JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Achieves or exceeds established revenue goals, ensures new business development, and promotes growth of the organization. Aligns with other University programs when necessary or advantageous, seeking to maximize effectiveness through collaboration.				
Seeks new opportunities to expand number of referral sources. Conducts outreach and develops ongoing relationships with referral agencies, community and professional organizations and other sources.				
Maintains relationships by reaching out to community partners and referral sources regularly. Delivers powerful and engaging presentations. Communicates effectively and with gravitas to senior stakeholders at partners and potential partners. Maintains the highest standards of customer service.				
Attends relevant networking and marketing events in order to expand business contacts and relationships.				
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 delivers status reports as needed.				
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: <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>			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.