



Acquisitions And Gift Administrator Job Description

JOB INFORMATION

<i>Job Code:</i>	123211
<i>Job Title:</i>	Acquisitions And Gift Administrator
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.; May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Real Estate
<i>Job Family Group:</i>	Real Estate Services
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Oversees the daily administrative operations of the University Real Estate Office. Assists in the development and implementation of procedures, guidelines and tools required to carry out functions of department. Has responsibility for overseeing the acceptance and disposition of real property, gifts of real property and gifts in kind. Evaluates the financial value and physical condition of property. Conducts due diligence and analysis of proposed gift properties and acquisitions. Negotiates purchase and sale contracts. Provides leadership, guidance and supervision to staff and/or student workers.

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.

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		Experience with and knowledge of acceptance and disposition of real gift properties and gifts in kind for organizations and/or universities.
X		Knowledge of escrow practices, land title industry and real estate industry practices.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Oversees the daily administrative operations of the University Real Estate Office. Assists in the development and implementation of procedures, guidelines and tools required to carry out functions of the department. Participates in ensuring compliance with various University policies.				
Has responsibility for overseeing the acceptance and disposition of real gift properties and gifts in kind. Assists in the acquisition of University owned properties. Works closely with donor's to facilitate the acceptance of gift properties. Meets with donors to discuss property. Coordinates and oversees compliance of purchase and sale contracts. Addresses title and escrow concerns relevant to transactions.				
Evaluates the financial value and physical condition of property. Conducts due diligence and analysis of proposed gift properties and acquisitions. Prepares property for sale. Negotiates purchase and sale contracts. Administers listing agreements.				
Implements new practices to expand donor relations by broadening relationships with University development to ensure growth of the real properties gifts received by the University. Identifies, cultivates and solicits donations. Liaises with University development departments.				
Oversees property management of donated property while in the University's possession including management of expenses, maintenance of property, managing tenants and leases of property, if applicable.				
Works with various departments to support university acquisitions and receipt and disposition of gift properties including Capital Construction, Planned Giving, Development, Restricted Fund Accounting, Treasurer's Office and Office of General Counsel for problem resolution.				
Works with various outside agencies to support University acquisitions and receipt and disposition of gift properties including private owners, attorneys, real estate brokers, municipal and government agencies for problem resolution.				
Develops and recommends operating and administrative policies for the acceptance and disposition of real gift properties and gifts in kind. Manages the dissemination, interpretation and application of policies and recommends approval of exceptions.				
Provides leadership, guidance and supervision to staff and/or student workers. Leads others in the planning and delivery of acceptance and disposition of real gift properties and gifts in kind. Schedules, assigns and prioritizes workloads. Trains personnel, as needed.				
Serves as key resource for acceptance and disposition of real gift properties and gifts in kind. Resolves problems or questions referred by staff, senior University administrators and/or tenants to ensure business needs are met in compliance with University guidelines.				
Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.				

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.