



Coordinator, Development Support Job Description

JOB INFORMATION

<i>Job Code:</i>	129309
<i>Job Title:</i>	Coordinator, Development Support
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Development
<i>Job Family Group:</i>	Development and Fundraising
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Coordinates, implements and provides administrative support for various projects, activities and aspects of development functions such as research; preparation and maintenance of funding reports; database management; preparation and distribution of funding proposals; development of communication vehicles/tools; tracking/reporting/analysis of development related data; budget administration and special events assistance.

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		2 years	
	X	3 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		Administrative office experience including research and customer service.
	X	Development or market research experience.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Coordinates, implements and provides administrative support for various projects, activities and aspects of development functions for development directors, officers and/or other school or department managers.				
Utilizes University Advancement reporting and tracking tools to ensure the development goals and the overall school/unit goals are realized. Analyzes development data for trends and risks, and presents results. Generates, maintains, and monitors status of funding reports for development projects and programs.				
Evaluates and follows procedures and USC Policy in accordance with fundraising best practices to ensure quality control and efficiency in donor service.				
Coordinates, plans, and analyzes the management of donors and prospects under various stages of qualification, solicitation and cultivation using University Advancement tools.				
Reviews various sources, including donor lists from the advancement database to determine university, school and/or department donor history. Works with University Advancement to update and correct any discrepancies.				
Researches funding sources including corporate and foundation directories to determine whether they have prospective value to school or department. Identifies potential prospects.				
Designs and creates communication vehicles, tools, strategies and frameworks for enhancing and extending communication across development programs to ensure accurate and timely dissemination of information to support successful cultivation and acquisition of donors and prospects.				
Assists fundraising staff in the school in maintaining and reviewing prospect contact reports, proposals and projected solicitations for senior management to accurately represent efforts with prospects and to ensure proper documentation in prospect records.				
Assist in budget administration. Gathers facts and figures used to develop a budget. Tracks and reconciles budget activity. Provides forecasts and projections used to develop a budget.				
Assists in preparation, production and distribution of grant and other funding proposals. Follows-up with prospective funders to ascertain progress of proposals.				
Coordinates the gift agreement process from the school/unit perspective, including writing the gift agreement from the University's standard template, and coordinating appropriate signatures from university advancement, the donor and the school as needed.				
Liaison with all University Advancement operations staff to ensure that the fundraising tools and reporting meet the needs of the school/unit.				
Serves as key resource for development program information within the school/unit. Interfaces with University Advancement, development directors, officers, school/department managers, faculty, and/or external contacts necessary to complete assignments. Resolves problems and/or questions referred by others.				
Coordinates and assists with planning special development functions such as special events, direct mail, luncheons, telephone campaigns, meetings, volunteer activities, etc.				

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		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

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	efforts, and mobilize other staff members if needed.		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.