



USC University of
Southern California

Lead Development Officer Job Description

JOB INFORMATION

Job Code:	129325
Job Title:	Lead Development Officer
FLSA Status:	Exempt
Supervisory:	May supervise student, temporary and/or resource workers.
Job Family:	Development
Job Family Group:	Development and Fundraising
Management Level:	5 Manager

JOB SUMMARY

Manages fundraising function for a school or a development department of the university through identification, cultivation and solicitation of alumni and other donors, corporations and foundations, and/or government agencies. May participate in development of fundraising plans and strategies for a specific geographic area.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master'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		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

Req	Pref	Functional Skills
X		Major campaign, fundraising, public relations and/or volunteer management experience.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Manages day-to-day fundraising operation for a school or department of the university. Participates in the development of fundraising goals, policies and short and long-term strategies. Assesses, analyzes and evaluates fundraising programs, specialized projects or major events. Identifies problem areas or need for change and provides recommendations for modifications or adjustments.				
Identifies, cultivates and solicits major prospects. Develops strategies for cultivating participation.				
Prepares annual development reports assessing progress toward achievement of goals. Analyzes and evaluates information to identify trends and patterns, evaluates strategies and makes recommendations.				
Participates in the development of school or department fiscal year operating budget. Develops and manages program or event budget.				
Oversees public relations program(s), such as interacting with USC News Service. Coordinates interviews, press releases and announcements.				
Develops and coordinates production of fundraising and marketing materials. Liaises with university Public Relations Office to ensure goals of school or department are effectively represented to public.				
Researches data for proposal development. Writes proposals for presentation to major individual prospects, foundations and corporations, and/or government agencies.				
Oversees volunteers and support groups and respective fundraising efforts, activities and/or events. Ensures events and activities are planned and implemented efficiently. Provides leadership guidance to volunteers who assist in the identification, cultivation and solicitation of major prospects.				
Develops or participates in development and management of donor relations and prospect management systems, ensuring compliance with applicable laws and regulations.				
Represents the school or department at professional and university meetings, seminars and conferences for professional development. Communicates goals and priorities of school or university to various professional communities.				
May supervise staff, student, temporary or resource workers. Schedules, assigns and delegates workload. Sets appropriate deadlines. Ensures timely completion of work. Provides guidance and feedback.				

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.