



USC University of
Southern California

Director, Development Support Job Description

JOB INFORMATION

<i>Job Code:</i>	129359
<i>Job Title:</i>	Director, Development Support
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Development
<i>Job Family Group:</i>	Development and Fundraising
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Directs the day-to-day operations of the design and implementation of an organization's fundraising program. Promotes interaction with and recognition of donors. Establishes and builds relationships with past and current donors to enhance donor relationships with the organization.

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		10 years	
	X	10 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

X 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 in development, maintaining meaningful relationships with a wide variety of internal/external stakeholders.
X		Three years of management experience.
X		Ability to self-manage, prioritize work assignments and manage multiple deadlines.
X		Experience maintaining and interpreting large datasets and database systems.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Excellent planning, organizational and interpersonal skills.
X		Detail oriented with excellent written and oral communication skills.
X		Proficient in Microsoft Office.
	X	Master's degree in business administration or a related field.
	X	Development experience in higher education.
	X	Experience in management/leadership roles.
	X	Volunteer experience in fundraising, campaign or non-profit environments.
	X	Experience with email marketing, website development/coding and Adobe Creative Suite.
	X	Extensive customer service experience.
	X	Fluent in one or more language in addition to English (e.g., Spanish).

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Directs the administration and implementation of fundraising programs on campus and around the country. Oversees the design and implementation of donor recognition programs; designs individualized recognition for special donors.				
Develops departmental strategic plans and budgets. Ensures adherence to organizational and departmental policies and procedures.				
Directs the administration of an informative, efficient, and effective fundraising program. Manages staff, makes hiring decisions, and may provide training and mentoring. Evaluates performance and determines staffing needs.				
Creates and participates in new and imaginative ways to build meaningful relationships with donors. Participates in senior-level strategy meetings.				
Monitors all donor communications (e.g., acknowledgments, invitations, press releases). May deliver proposals to potential donors. Chairs committees and working groups drawn from the development community. Serves as a high-level advisor to fundraisers at every level to help support, enhance and coordinate their efforts. Prepares endowment reports.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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/
Campus Security Authority (CSA)			Essential:
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/			

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.