



Executive Director, Shoah Foundation Job Description

JOB INFORMATION

<i>Job Code:</i>	133560
<i>Job Title:</i>	Executive Director, Shoah Foundation
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.; Supervises employees and/or student workers.
<i>Job Family:</i>	Administrator
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	3 Executive

JOB SUMMARY

Oversees USC Shoah Foundation operations as well as the collection, preservation, and protection of historic artifacts. Oversees staff recruitment and development and manages all aspects of the institute's financial operations. Serves as a genocide education subject matter expert and represents the university as an authority in field. Establishes and oversees partnerships with the broader university community and cultivates relationships with international partners, growing the institute's international visibility and reputation.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Master's degree		
	X	Doctor of Philosophy (PhD)		Or
	X	Doctorate	Business Administration	Or
	X	Doctorate	Psychology	Or
	X	Doctorate	Communication	Or
	X	Doctorate	in related field(s)	

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		7 years		
X		5 years	of management experience.	
	X	10 years	experience in management, executive and/or leadership roles, with proven ability to inspire all levels of an organization.	

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		Strong entrepreneurial skills.
X		Expert knowledge in field, teaching experience and/or active in research.
X		Ability to manage sponsored projects and fundraise.
X		A commitment to and track record of efforts to improve diversity, equity, and inclusion.
X		Demonstrated ability to collaborate with key stakeholders internally and externally, including board members.
X		Evidence of commitment to understand and relate to the perspectives, experiences, and needs of others.
X		Ability to develop collegial and interprofessional relationships across the University.
X		Exemplary communication skills, both verbal and written.
X		Experience in development, maintaining meaningful relationships with a wide variety of internal/external stakeholders.
X		Ability to self- manage, prioritize work assignments and manage multiple deadlines.
X		Experience maintaining and interpreting large datasets and database systems.
X		Excellent planning, organizational and interpersonal skills.
X		Detail oriented with excellent written and oral communication skills.
X		Proficient in Microsoft Office.
	X	Development experience in higher education.
	X	Experience in management/leadership roles.
	X	Exceptional, interactive leadership/management style, able to drive change effectively and maintain equitable, consistent work environments.
	X	Demonstrated expertise with relevant operating models, best practices and trends (e.g., performance management).
	X	Experience in human capital consulting and/or HR at large, complex, matrixed organizations.
	X	Demonstrated experience working with business leaders and partners to assess improvement opportunities, diagnose performance issues, and design specific, strategic solutions to increase learning and organizational effectiveness.
	X	Experience in higher education environments, able to listen and engage positively and successfully with varied internal/external stakeholders.
	X	Experience defining, implementing, and tracking comprehensive candidate experience and engagement strategies.
	X	Track record of successfully driving change and influencing the adoption of new ideas.

Other Job Factors

- May require work and travel on weekends, evenings and/or holidays, based on business necessity.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees USC Shoah Foundation's operations as well as the collection, preservation, and protection of historic artifacts. Develops and implements programs, policies, and procedures, as well as short- and long-term strategic goals. Directs the production and delivery of educational content and programming, multimedia resources, and digital tools for educators, students, and organizations worldwide. Sets and communicates priorities and performance standards and assesses operations using these criteria. Collaborates with Board of Councilors on long-range planning and execution of programs and projects as needed.				
Directly or indirectly manages all staff assigned and oversees staff recruitment, staff development, and career succession planning. Evaluates employee performance and provides guidance and feedback. Actively invests in employee retention efforts and professional development opportunities for staff.				
Manages all aspects of the institute's financial operations and develops and oversees annual development budgets. Oversees and provides financial status reports and projections. Develops a vision for the future of the Institute and serves as key fundraiser and development leader, responsible for planning, organizing, developing, and implementing long- and short-term strategies to secure major and principal gifts from USC alumni, foundations, and other donors in support of vision.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Acts as a spokesperson in representing the institute and its programs and projects. Responds to requests for information, advice, or assistance from colleagues, the media, professional or industry associations, etc. Directs the development of marketing and promotional strategies (e.g., publications, newsletters and related communications materials, and events planning). Expands the visibility and brand of the institute through press, industry and cross-industry functions, sponsorships, and partnerships locally and globally.				
Establishes and oversees partnerships with the broader university community and cultivates relationships with international partners, growing the university's international visibility and reputation. Establishes and maintains appropriate network of professional contacts. Maintains relationships with current sponsors and donors. Maintains currency with professional organizations and publications. Attends and participates in meetings, conferences, etc. Represents senior management and department at university and community functions (including public relations and fundraising events), as assigned or as appropriate. 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

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
Yes	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.