



Vice President, Business Development Job Description

JOB INFORMATION

<i>Job Code:</i>	199051
<i>Job Title:</i>	Vice President, Business Development
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages employees (varied levels) across departments on a project basis.; May oversee staff, students, volunteers, agencies and/or resource employees.
<i>Job Family:</i>	Senior Executive
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	2 Senior Executive

JOB SUMMARY

Responsible for driving strategic business development, project management, and high-profile major fundraising initiatives within the university health enterprise. Leads and coordinates long term strategic initiatives providing critical leverage to the operating team advancing moonshots. Serves as a key deputy to senior leadership, playing a pivotal role in driving growth, innovation, and excellence.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree	Business Administration	Or
X		Bachelor's degree	Health-Related Professions	Or
X		Bachelor's degree	in related field(s)	
	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

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		7 years	
	X	10 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		Proven track record of successful strategic business development and project management in complex organizational settings.
X		Extensive experience in high-profile fundraising, securing major gifts.
X		Demonstrated leadership and team management skills, able to inspire and motivate teams.
X		Exceptional written and oral communication skills.
X		Demonstrated knowledge of healthcare and academic institutions.
X		Exceptional presentation, negotiation, and relationship-building skills.
X		Ability to work effectively in fast-paced, dynamic environments.
X		Demonstrated analytical and problem-solving skills.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Identifies, assesses, and prioritizes growth opportunities and strategic partnerships that align with health enterprise development objectives (e.g., digital health, precision medicine). Develops and implements business strategies to drive revenue growth and enhance market position. Collaborates with cross-functional teams to implement development plans effectively.				
Leads, manages, and coordinates key strategic projects, (e.g., Institute for Asian Health, Discovery and Translation Hub) from conceptualization to execution. Develops and implements high-level management dashboards that consolidate portfolios while tracking timelines, budget performance, and impacts. Monitors progress, providing regular updates to senior leadership.				
Coordinates high-level fundraising strategies with advancement teams to help secure major donations and contributions from philanthropic individuals, foundations, and corporations. Engages in high-level donor stewardship activities, cultivating relationships with top donors and strategic partners. Collaborates to align fundraising efforts with institutional goals.				
Serves as a key advisor to senior leadership, providing insights and recommendations on strategic initiatives and decisions. Collaborates with senior operational executives to facilitate the implementation of longer-term strategic projects. Coordinates translational research and commercialization efforts and coordinates innovation efforts across the university health system.				
Builds and maintains relationships with internal/external stakeholders, (e.g., faculty/staff, community partners, industry leaders) to increase engagement. Represents the university at conferences, meetings, and events to enhance its visibility and reputation. 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>
	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/	

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.