



Executive Director, Research Strategy and Development Job Description

JOB INFORMATION

Job Code:	199094
Job Title:	Executive Director, Research Strategy and Development
FLSA Status:	Exempt
Supervisory:	Manages through multiple layers of subordinate supervisors.
Job Family:	Senior Management
Job Family Group:	Administration
Management Level:	4 Administrator

JOB SUMMARY

Develops and oversees an expanding portfolio of competitive funding proposals and maintains responsibility for increasing extramural research funding. Oversees annual operational budget of over \$1M. Provides thought leadership to develop and execute long-term strategic plans and scientific vision for sponsored research programs.

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		10 years	
	X	12 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		Demonstrable track record in leading a research development program and developing proposals for scientific, philanthropic, or other organizations, assembling interdisciplinary research teams.
	X	Demonstrable experience managing all aspects of major research proposals and proven ability to align institutional priority areas and strengths with federal agency guidelines and areas of interest.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Experience in academic research environment.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Develops and oversees an expanding portfolio of research proposals and maintains responsibility for increasing extramural research funding. Identifies public and private competitive funding opportunities to support university faculty research activities for significant research advancement. Increases university engagement with funding programs and mechanisms across multiple federal agencies, including but not limited to, National Institutes of Health, National Science Foundation, and Department of Defense.				
Responsible for departmental staffing, planning, and budget adherence and reporting. Oversees annual operational budget of over \$1M. Manages directors, program manager, and other office staff. Works with senior university officials to recruit faculty as required.				
Provides institutional thought leadership to develop and implement long-term strategic plans and scientific vision for sponsored research programs. Identifies strategic areas of interdisciplinary collaboration, leverage, and growth. Fosters multidisciplinary research collaborations that include USC faculty. Cultivates faculty relationships and helps enhance their capabilities to engage with federal funding agencies. Builds strategic cross-school research partnerships and external university collaborations. Works with schools and faculty to grow research infrastructure through training grants, equipment grants, and instrumentation grants.				
Serves as a key advisor to senior leadership on development of strategic objectives and goals of the departments. Advises senior university officials and catalyzes research initiatives. Provides expert knowledge of the proposal development process within the designated schools of purview.				
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.