



Executive Director, Leonard D. Schaeffer Fellows in Government Service Program

Job Description

JOB INFORMATION

<i>Job Code:</i>	199096
<i>Job Title:</i>	Executive Director, Leonard D. Schaeffer Fellows in Government Service Program
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Senior Management
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	5 Administrator
Executive Director, Leonard D. Schaeffer Fellows in Government Service Program	

JOB SUMMARY

Oversees the Leonard D. Schaeffer Fellows in Government Service program. Serves in a senior advisor capacity for the USC Schaeffer Institute for Public Policy and Government Service. Establishes and maintains relationships with donors, advisory board members, university/institutional partners, program participants and alumni. Cultivates relationships with government offices, agencies, think tanks and public service-focused organizations. Grows the visibility and reputation of the Schaeffer Fellows program and the USC Schaeffer Institute. Supervises Schaeffer Fellow professional and para-professional staff. Manages all aspects of the Schaeffer Fellow program's financial operations.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Master's degree	
	X	Doctorate	

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 effective leadership (e.g., developing and implementing active, innovative models of practice, approach, policy).
X		Deft interpersonal skills for collaborating across multiple departments, building consensus strategies and implementing plans.
X		Excellent written and oral communication skills.
X		Demonstrated ability to track, manage, prioritize and handle numerous significant, complex matters and projects with keen attention to detail.
X		Demonstrated success in the development and engagement of significant budgets.
X		Demonstrated ability to collaborate with key stakeholders internally and externally, including board members.
X		Commitment to and track record of efforts to foster a culture of belonging and engagement.
X		Proven supervisory experience managing and mentoring staff.
	X	Successful experience in working with faculty members, administrators and senior management.
	X	Experience fostering an environment of trust, collaboration, transparency and accountability.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Develops and implements programs, short- and long-term strategic goals, policies, and procedures. Collaborates with advisory board on long-range planning and execution of programs and projects.				
Directs the production and delivery of educational content, programming and publications. Establishes, cultivates and oversees campus and external partnerships (e.g., university, institutional, government). Establishes and maintains appropriate professional network (e.g., contacts, sponsors, donors). Acts as program spokesperson. Responds to media requests. Maintains professional currency.				
Provides leadership, guidance, and support for strategic/resource planning and decision-making. Advises on translating broad directions into concrete goals and accomplishments. Directs the development of marketing and promotional strategies (e.g., publications, newsletters, social media, events). Expands program's visibility and brand.				
Manages all aspects of the Schaeffer Fellow program's financial operations (e.g., Schaeffer Fellows in Government Service Endowment Fund).				
Develops and oversees annual development goals.				
Oversees and provides financial status reports and projections.				
Develops a vision for the future of the program.				
Participates in development efforts.				
Sets and communicates priorities and performance standards.				
Assesses operations using these criteria.				
Recruits, selects, trains, supervises, and mentors Schaeffer Fellows Program Management Lead and other Schaeffer Fellows program staff.				
Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute through their ideas, words and actions, in accordance with 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	Yes	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

Other Requirements

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

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.