

USC Stevens Institute for Innovation Senior Director of Finance & Operations

The University of Southern California (USC), founded in 1880, is located in the heart of downtown L.A. and is the largest private employer in the City of Los Angeles. As an employee of USC, you will be a part of a world-class research university and a member of the "Trojan Family."

The USC Stevens Institute for Innovation is a university-wide resource in the office of the Provost whose mission is to help the USC community make maximum impact with their ideas. The institute identifies and supports USC faculty and students, to better help launch their ideas into products, services, and organizations that serve societal and business needs. As part of this role, the Institute manages the university's intellectual property portfolio stemming from its \$580M in research expenditures annually. Since its launch three years ago, the USC Stevens Institute has been creating dynamic interface between USC research and the community of entrepreneurs, investors, and corporate partners and has been nurturing a robust local innovation and entrepreneurial ecosystem.

USC has also begun to create an impressive range of innovation programs that have touched students and faculty in USC's College and 17 professional schools, with the assistance of USC Stevens Institute leaders. Programs include the annual First Look LA investor event in collaboration with Caltech and UCLA; the annual USC Student Innovator Showcase and Competition; the Social Innovation Fast Pitch program; and a mentoring program for new ventures. Newly launched programs include the Ideas Empowered grant and mentoring program and a groundbreaking new Innovation Diploma program for Ph.D. students. These programs, which are supported by a highly effective communications team, have helped advance an already strong culture of innovation and entrepreneurship on campus.

The successes at the USC Stevens Institute have not gone unnoticed beyond the campus, either. Institute leaders are active participants in the national dialogue on innovation and commercialization and they are advancing policy proposals for future federal programs that will enhance commercialization across the country. Globally, the USC Stevens Institute worked with the TED Conferences to host the first independently organized TED event on campus in March 2009, and helped create a licensing model that has led to nearly a thousand other similar "TEDx" events in over 60 countries around the globe.

USC's Stevens Institute for Innovation is seeking a Senior Director of Finance and Operations to join its team.

The Senior Director of Finance and Operations will manage a team of 6-8 staff and will direct the finance, IT, human resources, and administrative functions associated with the department. This position reports directly to the Vice Provost for Innovation and Executive Director, and will work closely with the other senior directors.

Responsibilities include but are not limited to:

Finance:

- Functions as the Senior Business Officer (SBO) for the USC Stevens Institute to oversee all expenditures and financial operations.
- Directs budget and financial planning activities for operations, endowments, contracts and grants etc., through business office and financial professional staff and in collaboration with other senior directors.
- Provides leadership over accounting matters, including the tracking, billing, receipt, and disbursement of licensing revenue and patent reimbursement through the finance team.
- Analyzes financial data for trends and develops forecasts.
- Works with licensing team to forecast and track patent expenses and to maximize patent budget effectiveness.
- Implements cost controls and processes for revenue optimization.
- Ensures that strong internal controls are implemented and works with the university's internal auditors to stay abreast of new policies.
- Creates recurring and ad-hoc financial and operational metrics reports and reviews existing reports for accuracy and relevance.
- Oversees payroll processing with the assistance of the human resources coordinator.

Information Technology and Knowledge Management:

- Provides technology vision and leadership in the development and implementation of department-wide information technology systems.
- Leads alignment of information technology initiatives with business priorities while balancing resource constraints (human and fiscal) to optimize IT investments.
- Provides oversight to the Director of Information Technology in the strategic and tactical planning, development, evaluation, and coordination of all IT systems and functions.
- Collaborates with the USC Stevens Institute team to create and maintain decision support systems, including databases and reporting methods.
- Understands the technical and application infrastructure of the USC Stevens Institute information technology systems and regularly assesses IT vision and direction.

Administration:

- Takes a leadership role in strategic planning for the USC Stevens institute in partnership with other senior directors.
- Directs long-term and short-term planning processes for areas such as business processes, finance and budget, contingency, disaster, human resources, growth, policy, safety, space, and strategic issues. Develops and communicates planning, assumptions, and guidelines to the team.
- Leads business process optimization in collaboration with USC Stevens Institute team members.
- Oversees human resources and compliance functions, including personnel, affirmative action, employment, compensation, benefits, and employee relations.

- Works with the vice provost and senior directors on advancing employee professional development and job satisfaction. Manages the performance appraisal process.
- Directs and oversees department-wide projects in collaboration with team members to increase operational efficiencies and workflow.
- Works with appropriate university departments to implement USC Stevens Institute space plans for the Health Science Campus, University Park Campus, and other locations. Oversees facilities and space management functions, space allocation and scheduling, remodeling projects, safety, and maintenance.
- Develops and oversees implementation of standard operating procedures and internal policies and controls for the USC Stevens Institute, ensuring compatibility with university policies.
- Negotiates terms and coordinated execution of contracts and service agreements related to operations. Coordinates with legal counsel concerning non-intellectual property-related legal matters and represents vice provost in legal matters, as needed.
- Resolves issues and requests referred to the vice provost by faculty, staff, or students as appropriate. Meets with concerned parties to discuss requests or complaints and determines best course of action for effective resolution, as requested.
- Works with the communications team to participate in public relations, marketing, and fundraising activities, and to interact with donors on behalf of the vice provost occasionally, as needed.
- Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

The successful candidate for this position will be an effective, dynamic, highly collaborative leader who is able to thrive and promote progress and stability in an environment characterized by innovation and change. The best candidates will be senior level individuals with substantial experience with finance, IT, and administration operations. Prior experience in both corporate and university environments is strongly preferred. This creative and innovative person must excel within an entrepreneurial yet complex environment, with an emphasis on customer service and measurable results.

An undergraduate degree is required and an MBA is strongly preferred.

The senior director will possess many of the following experiences, capabilities, and personal attributes:

- Controller or senior operations experience in a business with at least 40 employees is required; start-up experience a plus; CFO or COO experience and experience in a large organization is strongly preferred.
- A minimum of 10 years of related business experience including senior level responsibility for finance, IT, and administration.
- Solid understanding of business process engineering and IT systems; systems implementation experience preferred.
- Experience managing and mentoring staff.
- A participatory management style that models the values of client service, initiative, and collaboration, concomitant with a strong focus on achieving results.

- Proven skills building relationships with key clients such as faculty, staff, students, and external partners.
- An entrepreneurial, problem-solving approach to operations and customer service.
- Resonance with the USC Stevens Institute values of optimism, entrepreneurialism, mutual success, integrity, and leading by example.
- A deep appreciation of and respect for academic values and culture.
- Strong oral and written communications skills; and
- A strong team-oriented work ethic with the ability to thrive under pressure.

To apply for this position, please apply online at: jobs.usc.edu/applicants/Central?quickFind=56493

Due to the volume of response, no phone calls or walk-ins please.

The University of Southern California values diversity and is committed to equal opportunity in employment.