AUBURN
Human Resources

# Mgr, Business Development

Job Description

## JOB INFORMATION

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| Job Code | OA34 |
| Job Description Title | Mgr, Business Development |
| Pay Grade | RE11 |
| Range Minimum | $74,730 |
| 33rd % | $94,660 |
| Range Midpoint | $104,620 |
| 67th % | $114,580 |
| Range Maximum | $134,510 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 6/21/2016 |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Research |
| Job Function: | Technology Commercialization & Economic Development |

## JOB SUMMARY

Plans, organizes, and implements strategic consulting and development activities for the Office of Research and Economic Development.

## RESPONSIBILITIES

- Creates and fosters partnerships with individuals, businesses, foundations, and governmental organizations with an emphasis on building long-term research and economic development relationships of mutual value.
- Works independently, with faculty and administrators, as needed, to conceptualize, document, and track effective relationship cultivation, partnership, and stewardship strategies to recruit and retain partners for research and economic development.
- Facilitates opportunities for faculty, administrators, and deans to interact with potential partners and interprets partner interests to university constituencies.
- Articulates the goals and objectives of various university research programs and projects to connect business' requirements of corporations and foundations.
- Develops campaigns and/or presentation proposals related to funding priorities in order to keep top prospects informed, interested, involved and to meet development goals and objectives.
- Solicits gifts through person-to-person visits, group presentations, and/or phone contacts.
- Actively participate in and represent Auburn University Research and Economic Development at university/industry partnering conferences, economic development conferences and meetings, and professional associations.
- Develops and maintains an in-depth understanding of Auburn research and economic development competencies.
- Updates and informs supervisors and other staff of goal status, new plans and project proposals, and ensures that a cooperative team effort is made to meet goals and objectives.
- Schedules and/or attends relevant meetings and conduct other project management tasks to ensure follow-through of relevant projects.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|---|---|---|---|---|---|
| Bachelor's Degree | Degree in Business Administration, Marketing, Communications, Public Relations, or related field. | and | 6 years of | Experience in strategic planning, relationship management, communications, sales/customer service, and group facilitation. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| Knowledge of consulting, program design, business development, fundraising, research, and/or economic development. | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| None Required. | | | | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| Physical Demands Category: | Other |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | | X | |
| Lifting | X | | | | | |
| Climbing | | | X | | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | | X | | | |
| Talking | | | | X | | |
| Hearing | | | | X | | |
| Repetitive Motions | | | X | | | |
| Eye/Hand/Foot Coordination | | | X | | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

| **Vision Requirements:** |
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| Ability to see information in print and/or electronically. |