
Auburn University Job Description

Job Title: **Mgr, Business Development**

Job Family: No Family

Job Code: **OA34**

Grade RE11 \$69,400 - \$124,900

FLSA status: Exempt

Job Summary

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

Essential Functions

1. 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.
2. 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.
3. Facilitates opportunities for faculty, administrators, and deans to interact with potential partners and interprets partner interests to university constituencies.
4. Articulates the goals and objectives of various university research programs and projects to connect business' requirements of corporations and foundations.
5. 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.
6. Solicits gifts through person-to-person visits, group presentations, and/or phone contacts.
7. Actively participate in and represent Auburn University Research and Economic Development at university/industry partnering conferences, economic development conferences and meetings, and professional associations.
8. Develops and maintains an in-depth understanding of Auburn research and economic development competencies.
9. 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.
10. Schedules and/or attends relevant meetings and conduct other project management tasks to ensure follow-through of relevant projects.

Supervisory Responsibility

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

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Business Administration, Marketing, Communications, Public Relations, or related field.
Experience (yrs.)	6	Experience in strategic planning, relationship management, communications, sales/customer service, and group facilitation.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

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

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 6/21/2016
