



JOB INFORMATION

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

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

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

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

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