



<b>Job Title</b>	Business Development Specialist	<b>Job Code</b>	BD0110
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	22
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Business Development and Partnerships	<b>Union Code</b>	0
		<b>Subfamily</b>	Business Development and Partnerships

**Job Family & Subfamily Summary**

**Business Development and Partnerships Professionals** builds and maintain mutually beneficial relationships with external vendors, organizations, and officials to strengthen university research, development, and scope of impact.

**Business Development and Partnerships Professionals** provide consulting services, seminars, and workshops for small business owners. Provide assistance in areas such as accounting, finance, marketing, operations, new venture planning, and technical assistance.

**Job Summary**

Manages the program to encourage and support strong relationships.

**Representative Duties**

**1.**

- Advises and assists in the planning, directing and reporting activities of and assists in developing and implementing procedures
- Provides assistance to facilitate business development support between clients and service vendors including; scheduling meetings, monitoring attendance, and surveying clients

**2.**

- Advises the Director on issues related to contracted business development support
- Records and reports to Director on the efforts of business development vendors
- Provides support to the selection committee
- Oversees collection and distribution of applications, schedules meetings between potential clients and full or preliminary selection committee
- Provides applicants with assistance in preparing application materials

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
2+ years of relevant experience		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

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**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**