



<b>Job Title</b>	Director, Business Development I, II, III	<b>Job Code</b>	BD0113, BD0114, BD0115
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	22, 23, 24
<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**

Leads and oversees activities to include ideating, developing, coordinating and executing programs and processes that increase the knowledge of and involvement of local, regional, state, and national resources that will result in financial support for UCF faculty, student, and local community entrepreneurs.

**Representative Duties**

1.

- Supports UCF's commercialization activities including venture financing
- Engages high net worth individuals in the area to expose them to UCF related companies and opportunities
- Mentors companies to prepare them for investment and train investors on how to invest in companies
- Oversees market research programs including proposals, student teams, and community entrepreneurs
- Directs and oversees staff that manage sponsored programs and projects

2.

- Provides instruction and mentorship
- Engages with the community to develop relationships that can benefit the startups including the recruitment of key individuals and investors
- Recruits companies into program, applies for grants, manages funding, plans and hosts events
- Manages committees to assist with the efforts of the program

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
8+ years of relevant work experience 3+ years of leadership experience		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

## Level Addendum

*Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.*

### Level I

- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

### Level II

- Works independently with general supervision
- Problems faced are difficult but typically not complex
- May influence others within the job area through explanation of facts, policies and practices

### Level III

- Managing projects / processes, working independently with limited supervision
- Coaching and reviewing the work of lower level professionals
- Problems faced are difficult and sometimes complex

**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.**