



Job Title	Manager, Business Development	Job Code	BD0116
Pay Plan	A&P	Pay Grade	21
Union	Non-Union	FLSA Status	Exempt
Job Family	Business Development and Partnerships	Union Code	0
		Subfamily	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

Responsible for business development, marketing and public/governmental relations for the Business Incubation Program of UCF's Office of Research and Commercialization.

Representative Duties

1.
 - Assesses client viability and readiness and assists them in pursuit of subcontracting and government business opportunities
 - Conducts market research and competitive analysis to support incubator clients
 - Assists in the planning, development and management of the budget
 - Develops, maintains and delivers reports to stakeholders
 - Manages grant activity ensuring compliance and timeliness
2.
 - Attends educational and networking events
 - Makes regular site visits to various incubator locations to provide client support
 - Recruits, manages, and develops administrative staff

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

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.