Assistant to the Director - Marketing and Business Development

**Definition of Class**
This is a professional position in which the incumbent establishes relationships and maintains communication with external constituencies including federal offices, contracting agencies, executive advisory board, and private industry. The incumbent will help ensure that the department remains visible and funds are generated at a steady flow. The incumbent solicits financial support and negotiates broad agreements with business partners and clients. Incumbent travels extensively in order to develop and maintain relationships with current and potential business partners.

**Examples of Work Performed**
Assists Director in executing programs, projects, and other tasks in support of the department’s operational goals and needs.

- Visits appropriate federal offices and agencies.
- Provides weekly summaries of the status of all funding actions.
- Hosts visitors from federal offices and potential business partners.
- Visits current and potential business partners.
- Coordinates marketing materials with appropriate university offices. Prepares printed publications, news releases, journal articles, newsletters, etc.
- Maintains and enhances the image of the department.
- Collects information from department scientists concerning research capabilities.
- Maintains status list of all department projects.
- Maintains up-to-date guidelines for proposals.
- Coordinates proposal preparation with scientists.
- Keeps current with Commerce & Business Daily and other appropriate publications.
- Keeps records of commitments/agreements entered into by the Director.
- Follows-up on any commitments/agreements made by the Director.
- Notifies others as appropriate of any commitments/agreements.
- Negotiates broad agreements with business partners and clients.
- Organizes annual meetings of the advisory board.
- Keeps Board members advised of department activities.
- Follows-up on opportunities identified by Board members.
- Performs similar or related duties as assigned or required.
**Essential Functions**

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Establishes relationships and maintains communication with external constituencies including federal offices, contracting agencies, executive advisory board, and private industry.
2. Prepares and maintains information concerning department capabilities, status, and projects.
3. Identifies, plans, and solicits prospective business opportunities.
4. Documents commitments/agreements made by the Director.
5. Acts as liaison with advisory board.
6. Maintains and enhances the image of department.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to talk and hear. The incumbent is periodically required to sit. The incumbent is occasionally required to stand and walk.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited four-year college or university.

**Experience:**
Three (3) years of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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