

# Job Description

Position Title: Business Development Manager

Job Family: Workforce Development

Job Level: Manager

FLSA Status: Exempt

Salary Grade: 08

## Position Summary:

The Manager of Business Development cultivates strategic partnerships with business and industry representatives. They develop, deliver, and evaluate partner-supported training through credit and non-credit training, tuition reimbursement, and deferred billing.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Develops, delivers, and evaluates employer and organization sponsored training programs. Collaborates across all academic and student support divisions to create and deliver training for partners.
2. Implements strategies for cultivating new external partnerships which support workforce development through employer and organization sponsored collaborations.
3. Provides workforce needs analysis for partners. Develops and writes training proposals.
4. Calculates training pricing. Steers agreements through contract processes. Handles agreement billing.
5. Reports on outcomes of agreements and partnerships.
6. Operationalizes contract training agreements, managing for effectiveness, efficiency, and compliance.
7. Manages and tracks business and industry networking, partnership, tour, event, and agreement activities with direction from the Director.
8. Aligns operations and activities with key performance indicators (KPIs).
9. Supervises others in agreement operationalization and activity management as needed.
10. Writes and contributes to the writing of proposals and reports related to partnership and programs developed and delivered by the Business Development and Engagement team.
11. Works collaboratively and cross functionally with the Workforce Development and Innovation division and cross functionally to support and execute the division's large-scale events and initiatives.
12. Maintains a high level of skill in word processing, spreadsheets, presentations, data collection, and other position-relevant computer applications.
13. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Knowledge, Skills, and Abilities:

1. Knowledge of internal and external customer service principles and practices
2. Knowledge of principles and methods for promoting programs and services
3. Skill in budget/resource management
4. Skills in organization, coordination and management
5. Skill in people leadership and supervision
6. Skill in verbal and written communication with the ability to explain technical concepts to audiences with a wide range of technical skills
7. Skill in positive, productive and flexible customer service
8. Ability to apply analytical and critical thinking skills with the ability to draw conclusions and prepare accurate reports of results

## Supervision:

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work, and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

## Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in a related field of study required.
- Three (3) to five (5) years of related experience with professional-level program management experience.
- Five plus (5+) years of related experience preferred.

- One (1) to Three (3) years of supervisory experience required.
- Master's degree in a related field of study preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- Pre-employment Background Check required
- Some evening or weekend work hours
- DMV Check/Current and Valid AZ Driver's License