

## **Business Development Associate**

**Job Category:** Managerial/Professional

**Unit:** Office of Research

**Position Code:** SOR8525A

**Status:** Open

**Closing Date:** Open Until Filled

**Salary:** \$60,000 - \$75,000

**Location:** Merced

### **Background**

**check:** Background check and fingerprinting may be required

**Description:** The Business Development Associate uses skills as a knowledgeable and experienced professional with a full understanding of business incubation management and coaching practices and organizational policies and procedures. Plans, develops and implements strategies for innovation & entrepreneurship programs and corresponding business processes. Builds and refines the program through recruiting and maintaining working relationships with appropriate participants and partners.

### KEY RESPONSIBILITIES

1. Program Development: Create and refine programmatic content to assist entrepreneurs in developing startup companies or other appropriate outcomes. Recruit and recommend members for inclusion in programs. Identify community stakeholders, mentors, and partner organizations that can expand, improve, or complement the program. Responsible for the program's continuous improvement through collecting and analyzing qualitative and quantitative data on the program.

2. Member Development: Engage with a wide range of potential program participants with diverse interests through networking, targeted outreach, events, information sessions, and appropriate marketing channels. Conduct exploratory meetings and interviews with scientists, engineers, researchers, undergraduate students, graduate students, postdocs, staff members, and members of the broader community about their interest in entrepreneurship and commercialization. Develop and deploy custom engagement strategies for this spectrum of potential program participants. Use results and feedback from engagement to actively change, develop, and prioritize outreach and marketing methods. Develop strategies to attract program participants with diverse and appropriate skill sets.

3. Partnership Development: Engage university stakeholders and external stakeholders, mentors, and partner organizations that can expand, improve, or complement the program through networking, targeted outreach, events, information sessions, and appropriate marketing channels. Conduct exploratory meetings and interviews to identify opportunities for collaboration. Develop and deploy custom engagement strategies for this spectrum of potential partners. Use results and feedback from engagement to actively change, develop, and prioritize outreach and marketing methods.

4. Coaching: Provide professional business coaching directly and through connecting program participants with mentors and self-learning resources. Guide program participants in the maturation of viable, investible businesses. Monitor progress of program participants and make recommendations for continued membership. Use feedback from coaching to develop and refine the program.

5. Metrics and Communication: Collect and report quantitative and qualitative data on the program activities. Coordinate with University Communications and

organizational stakeholders to ensure program transparency while protecting sensitive information.

Other Duties as Assigned

- Qualifications:**
- Bachelor's degree in Business Administration, Finance, Marketing, Economics, Statistics or related area and one year of business development, incubation, management or related experience or equivalent experience/training.
  - Advanced degree such as Masters of Business Administration (MBA) or in Economics, Finance, Marketing or related area preferred.
  - Thorough knowledge of basic concepts, principles, and procedures of building and maintaining effective relations with internal and external constituencies.
  - Thorough knowledge of the organization, its mission, goals, objectives, programs, achievements, infrastructure and issues of concern.
  - Thorough written, verbal and interpersonal communications, tact and political acumen to effectively represent the organization.
  - Thorough research, analytical and critical thinking skills, including sound judgment and decision-making skills and skill to correctly identifying real and potential problems, advising management as required, and proposing effective strategic resolutions.
  - Skill in project management, including event planning and meeting deadlines.
  - Requires working knowledge of and application of standard principles, theories and concepts such as laws, regulations, and practices pertaining to the protection and management of intellectual property, university technology transfer, and general scientific and/or technical skills in subject matter area.
  - Ability to market technology to industrial partners, knowledge of contracts and grants preferred.

**To Apply:** Please complete a UC Merced [application](#) and email along with resume and cover letter to [ucmcareers@ucmerced.edu](mailto:ucmcareers@ucmerced.edu). Please indicate in the subject line of your email the Position Title and Position Number you are applying for. For questions regarding how to apply please email [ucmcareers@ucmerced.edu](mailto:ucmcareers@ucmerced.edu) or call 209-228-8247.

If you do not have internet access you may mail your application, resume, and cover letter to: University of California, Merced, 5200 North Lake Rd., Merced CA 95343. Please list the job number on the subject line.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age or protected veteran status.

For the complete University of California nondiscrimination and affirmative action policy see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>.

As of January 1, 2014 the University of California, Merced will be a smoke and tobacco free workplace. Information and the Smoke and Tobacco Free policy is available at <http://smokefree.ucmerced.edu>

**E-Verify:** Effective September 8, 2009, all employers who receive Federal contracts and grants are required to comply with E-Verify, an Internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA). E-Verify electronically verifies employment

eligibility by comparing information provided on the I-9 form to records in the DHS and SSA databases. Certain positions funded by federal contracts/subcontracts requires UC Merced to notify job applicants that an E-Verify check will be conducted and the successful candidate must pass the E-Verify check. [More Information](#)

For information on the comprehensive benefits package offered by the University of California visit:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/>