



**Job Title: Business Development Executive  
Director**

**CLASSIFICATION DESCRIPTION**

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**Department: Business Development**

**Pay Grade: 121**

**FLSA Status: Exempt**

**Remote Work Eligible: No**

**JOB SUMMARY**

This position is responsible for overseeing the Business Development area for the College. Duties include: providing oversight to assigned operations and staff; ascertaining needs of the community; developing strategies for attracting businesses to the area; overseeing projects and marketing; assisting current businesses in business development; and identifying and creating resources to support this collaborative process.

**DISTINGUISHING CHARACTERISTICS**

N/A.

**ESSENTIAL JOB FUNCTIONS**

- Directs staff including prioritizing and assigning work; conducts performance evaluations; ensures staff are trained; makes sure employees follow policies, procedures, and safety rules; and makes hiring, termination, and disciplinary decisions.
- Develops and oversees multiple budgets and grants; allocates resources; reviews and approves justifications for budget items; and directs the monitoring and control of expenditures.
- Provides leadership in the design, implementation, and assessment of strategies, goals, policies, objectives, and activities over multiple areas; develops, approves, plans, coordinates, administers, and evaluates programs, projects, processes, policies, systems, and service offerings; ensures compliance with federal, state and local laws and regulations along with grant parameters; and coordinates activities with other departments and functions,
- Develops and executes marketing strategies to promote the Center's services throughout the College District including various publications and other materials; supports and participates in results-oriented events; identifies new business and clients.
- Develops and maintains internal and external work relationships; participates in/on a variety of meetings, committees, task forces, and/or related groups; and communicates information regarding services, programs, areas of opportunity, and/or other information.

- Reviews and approves a variety of multi-faceted information, data, and reports; makes decisions based on findings; and approves reports submitted to external sources and regulatory bodies.
- Conducts presentations to clients; visits clients; and prepares and negotiates proposals/grants and contracts.
- Creates and maintains relationships with businesses and individuals in the community, region, and state to develop new business opportunities.
- Performs other duties as assigned.

## **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

Bachelor's degree; five (5) years of related work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### Knowledge of:

- Business plan development techniques;
- Marketing principles and practices;
- Fundraising and grant administrations;
- Project management principles;
- Applicable federal, state and local laws, rules, and regulations;
- Proper use of the English language;
- Public relations principles;
- Recordkeeping principles;
- Basic negotiation techniques; and
- Computers and related software applications.

### Skills in:

- Negotiating;
- Managing contracts;
- Team building;
- Writing grant proposals;
- Developing business plans;
- Developing and implementing marketing and communication plans;
- Designing and producing publications;
- Organizing;
- Maintaining records;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

### Ability to:

- Analyze and synthesize data;
- Develop and participate in service area social networks;
- Interpret and comply with rules and regulations;
- Coordinate and prioritize work; and
- Manage multiple simultaneous projects.

## **CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

Valid Florida driver's license.

## **PHYSICAL DEMANDS**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

<b>Physical Activities</b>		<b>Physical Activities</b>	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<b>X</b>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<b>X</b>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<b>X</b>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<b>X</b>
Hearing 2 – receive detailed information, make discrimination in sound.	<b>X</b>	Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<b>X</b>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<b>X</b>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	

## **TYPE OF WORK**

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.

- Medium work:* Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work:* Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

## **WORK ENVIRONMENT**

May be required to work hours other than the regular schedule including nights and weekends.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed regularly where decisions are made that could lead to major community or organizational consequences if there is a failure to make the appropriate decision at the time.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.*

***St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.***