

| Job Level                        | Associate Director – Business Development, IDRC   | Proj/Prog Management Level II  |
|----------------------------------|---|--|
| Oversight Received               | <ul style="list-style-type: none"> <li>* The Associate Director/Business Development will report to the Executive Director of the Infectious Disease Research Center.</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Works independently with high-level oversight</li> </ul>  |
| Problem Solving                  | <ul style="list-style-type: none"> <li>* Manage marketing materials and market introduction to external audiences for RIC Incubator facility and BioMARC facility. Work with Office of Sponsored Research and Contracts to develop target audiences and marketing materials to be used in these discussions and settings.</li> <li>* Manage process of new RIC incubator tenant recruitment, including integration into RIC facility, in accordance with criteria established by Executive Director of IDRC and IDRC management oversight team.</li> <li>* Oversee advertising and coordinate with external agencies such as CBSA and similar NOCO groups to recruit clientele and review and present applications for tenancy in RIC to the oversight team.</li> <li>* Assist in providing direct management guidance to RIC incubator tenants in accordance with contracts for business management and development oversight as part of RIC tenancy agreements. This will include providing assistance to clients in formalizing business and financial plans.</li> </ul> | <ul style="list-style-type: none"> <li>• Provides recommendation on analysis, project identification, design, communication, and integration of programs</li> <li>• Identifies and helps develop solutions to mitigate project/program hurdles and pitfalls</li> <li>• Manages University-wide programs, initiatives, or projects</li> </ul> |
| Interaction/ Communication       | <ul style="list-style-type: none"> <li>* The Director will work closely with the Director of the BioMARC facility to coordinate business development activities related to seeking new clients for the facility, advertising of capabilities and management of contracting with these agencies.</li> <li>* Coordinate with Associate Director/Administration and Associate Director/Operations of IDRC for necessary training, safety and security issues related to tenancy in the RIC for all RIC organizations.</li> <li>* The Director will work closely with CSU Ventures, CSURF, Office of the Vice President and external agencies such as Innosphere, CBSA, NOCO and other agencies to promote knowledge and interaction with RIC incubator tenants, BioMARC management and IDRC faculty research leads.</li> </ul>   | <ul style="list-style-type: none"> <li>• Single point of contact for programs, initiatives, or projects</li> </ul>   |
| University Impact                | <ul style="list-style-type: none"> <li>* Management of the RIC incubator facility and tenant relationships as well as oversight of business development efforts focused on the growth and expansion of the RIC incubator, BioMARC contract relationships, and funding programs for IDRC initiatives and programs.</li> </ul>  | <ul style="list-style-type: none"> <li>• Impact of programs is medium to long-term duration</li> <li>• Program participation tends to be required</li> </ul>   |
| Financial/ Budget Responsibility | <ul style="list-style-type: none"> <li>* Oversight of a \$100,000 budget, per department.</li> </ul>  | <ul style="list-style-type: none"> <li>• Manages program budget</li> <li>• Program budget is small to medium</li> </ul>  |
| People Management                | <ul style="list-style-type: none"> <li>* None</li> </ul>  | <ul style="list-style-type: none"> <li>• May have people management responsibility for pay reviews, performance management, and resource planning</li> </ul>   |