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# Example of Director, Business Affairs Job Description

Our company is looking for a director, business affairs. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for director, business affairs

* Directs and manages regular communication concerns projects/activities to ensure key performance indicators are achieved and maintained
* Lead and manage day-to-day business continuity activities and management for GRA, including audits and inspections and support for global labeling compliance activities (in partnership with Head of GRA Compliance)
* Identify potential content partners
* Help to structure and initiate negotiations for new deals with content creators, agents, publishers, other rights holders and business development partners
* Coordinate closely with members of the Business Affairs department and other areas of Audible to maintain consistency in licensor communications
* Be required to travel internationally
* Providing direction and oversight to an assigned group of departmental Business Managers and/or Business Administrators within the college
* Managing a complex array of funds including general funds, designated funds, endowments, research funds, grant funds
* Providing college-level review and approval for fiscal transactions
* Ensuring compliance with internal and external regulations and policies

## Qualifications for director, business affairs

* Must be able to organize and schedule work effectively, work well under time constraints, prioritize, and handle multiple tasks
* Suitable candidates will typically have 5 years of Business Affairs experience, with at least 3 years in the home entertainment space, including transactional digital business models (e.g., VOD and EST)
* Law degree and a strong academic background
* Minimum of 1 year management experience (desirable)
* Strong knowledge of copyright law preferred
* BA/BS degree & JD required