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# Example of Director, Business Affairs Job Description

Our company is searching for experienced candidates for the position of director, business affairs. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for director, business affairs

* Provide leadership for the School's business operations, accounting, accounts receivable, and financial support services functions
* Other duties and responsibilities as assigned by the Executive Director of MEOC
* In-depth knowledge of federal and agency guidelines such as the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
* Ability to apply knowledge to the review and acceptance of sponsored agreements, and exercise signatory authority over outgoing proposals and sponsored program agreements
* Knowledge of compliance regulations for the protection of human subjects in research
* Understanding of Enterprise Resource Planning systems, Electronic Research Administration (such as Coeus), Grants.gov and other state and federal grant systems is desired as is a strong background working with standard business software applications
* Ability to establish and maintain good working relationships with colleagues within the Office of Research, other University offices, and representatives of funding agencies
* Ability to work under pressure and readily adapt to change
* Ability to work with budgets, legal documents and information technology systems in a fast paced, deadline driven environment
* Negotiate and work with HBO’s legal department to draft agreements related to the production of promotional content supporting HBO’s programming including, but not limited to, Master Production Agreements, contracts for design and production elements (including equipment rental, locations, soundstages and on-set productions), talent agreements (including writers, directors, voiceover announcers, on-camera actors and live hosts) and releases for interviewees

## Qualifications for director, business affairs

* 3 to 5 years of sports marketing asset property experience
* Minimum of four to five years entertainment law experience, preferably at a studio or network
* JD degree required, but this job is not a legal position
* Must be time sensitive and able to timely complete the initiatives begun
* Broad organizational awareness
* Have 5+ years experience managing a vendor management office for a pharmaceutical/medical company