



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

Programme Coordinators – Executive Education

Executive Education team of IIM Ahmedabad plays a vital role in enabling world class education for working professionals since its inception in 1961. Each programme is curated by Faculty members to address the distinct needs of executives in their careers and functions, helping them up-skill and progress in their development journey.

This is a unique, creative opportunity for the right candidate to promote and support relevant programs among the executive community. It is also an opportunity to gain valuable exposure to the corporate, government and the public sectors, and to the growing Executive Education eco-system in India. The incumbent will be a member of the Executive Education Programmes team at IIMA and will have primary responsibility for the marketing, advising prospective clients and execution of our programmes.

The incumbent will work closely with the Executive Education team's leaders to develop and deliver our diverse portfolio of programmes and manage relationships with key internal and external stakeholders.

Key Responsibilities:

- Marketing of the Executive Education programmes from initial enquiries to contracted business.
- Independently manage program execution for both on campus and online live programs, which might include travelling to various locations {need based}.
- Responsible for crafting and implementing an effective and enduring strategy for executive education programs, with a focus on building scale and diversity in the programme portfolio.
- Create client/participants engagement & undertake evaluation of opportunities by industry, sector, geographic location to develop potential client/participant relationships.

Job Description:

- Undertake activities for the promotion of various Exec-Ed programmes. This will include meetings, tele conversations for program advisory with prospective individual and corporate clients.
- Foster cross selling and corporate relationship development, increase renewals and repeat clients.
- Develop a sound understanding of the programs and activities undertaken at IIMA and develop strong sustainable relationships with the faculty.
- Negotiate and draft standard business agreements for the programmes.
- Manage budget for programme deliverables (ensuring quality of service cost effectively) and the End to End delivery of programmes allotted.
- Support the COO and Team Manager in analysing and creating professional presentations and business proposals to meet the business needs of various stakeholders

- Work with colleagues across units and departments to ensure consistent, comprehensive and quality driven approach.
- Share periodic report of contact activities and MIS.

Key Skill Requirements:

- Minimum 3 years of B2B or B2C sales or business development experience across industries. {Experience in working with an educational institute would be considered as an added benefit}
- Strong project, event and time management skills.
- Excellent communication skills, including delivering presentations with impact and persuasive written materials, communicate complex ideas in a clear and comprehensive manner to a diverse audience.
- Demonstrated ability to manage a complex workload, prioritize tasks and use logic and reasoning for completion of tasks to deadlines.
- Strong ability to build collaborative working relationships with a diverse audience of faculty, staff (inter and intra departments) and clients.
- Self-motivated with the confidence to work independently with academicians and support staff.
- Ability to travel, as required.
- Digital literacy, good working knowledge of MS Office tools.
- Familiarity with new trends in Executive Education would be an advantage.
- Digital marketing knowledge /experience would be highly desirable.

Academic Qualifications:

Graduation (full time) in management or any other discipline with a minimum of 60% marks. A Master's degree in any discipline from a recognized university/college would be advantage.

Age: Maximum 30 years as on the last date of application. Institute provides age relaxation as per GOI rules. Additional 5 years' age relaxation is given to the women candidates.

Salary & Allowances:

Selected candidate will be offered a fixed term appointment initially for a period of two years on a consolidated monthly salary on CTC mode. The contract may be extended further as per the mutual convenience.

Interested candidates are advised to APPLY ONLINE ONLY latest by **October 13, 2021**.

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