



Requires

Manager – Client Relationships, Executive Education Programme Office

Executive Education Programme Office of IIM Ahmedabad plays a vital role in providing a world class learning experience to working professionals. Each Executive Education programme is designed to address the distinct needs of specific organizations or of executives at various points in their career, helping them up-skill and progress. A significant part of the portfolio consists of engagements for designing and conducting customized executive programmes for different organisations - corporates, government, public sector undertakings, educational institutions, regulatory bodies, etc. The aim is to address their specific requirements and provide them with suitable development interventions and strategic solutions. The training modules for these programmes are designed in close association with our clients to ensure value added delivery. Some of these organizations also nominate people for our Open Enrollment programmes.

The Executive Education Office requires an ambitious and energetic individual, who has the ability to contribute to the outreach and growth of IIMA's Executive Education portfolio and a vibrant client network. It is a unique, creative opportunity for the right candidate to promote relevant and interesting programs among the management community, to gain valuable experience of Executive Education in the corporate/organized sectors.

The Manager – Client Relationships, Executive Education Programme Office will report to the Chief Operating Officer – Executive Education.

Job Description and Key Responsibilities:

- Identifying B2B opportunities and growth areas, create connections especially with L&D leaders and convert leads into long-term client relationships for IIMA.
- Managing and strengthening partnerships with the existing client list of Executive Education Programme Office.
- Maintaining the IIMA's Brand image and focus across all interactions and retain a continual sense of the competitive landscape.
- Ensuring enrolment and nomination of participants from blue chip organizations for more than 100 annual executive education programmes.
- Efficient and responsive communication with programme faculty and the clients.
- Interact with faculty members to understand their programme ideas and devise communication approaches for market impact.
- Work with internal team to identify and convert opportunities for cross and up selling.
- Creating effective outreach: Conducting events and information seminars/webinars.

Essential Qualifications, Experience & Skill Requirements:

- Proficient in written and verbal communication.
- Proficient in MS Office and other productivity tools.
- Ability to quickly comprehend client needs and translate them into actionable agenda.
- Knowledge of digital marketing tools will be an advantage.
- MBA/PGDM (full time) in general management/marketing/advertising from a reputed Institute.
- Minimum 5 years of experience in a business development role in the B2B domain. It is desirable if the experience is in the executive education related industry or in solution selling or advisory firms.
- The candidate should have strong communication and relationship building skills, leadership potential, agility and enthusiasm. Candidate should have demonstrated capability of being a team player and be resourceful in managing challenges.

Age: Maximum 40 years as on last date of Application. The institute provides age relaxation as per GOI rules. Additional 5 years' age relaxation is given to women candidates.

Salary & Allowances: Selected candidates will be offered an appointment on a Tenure Based Scaled Contract for a fixed term of three years, which may be extended for a further period as required. Based on the experience and qualification, the selected candidate will be placed in Pay Level 10 under the pay matrix of 7th Central Pay Commission. Beside the salary as per the 7th CPC, the Institute offers other benefits which are at par with the permanent employees.

Interested candidates are advised to **APPLY ONLINE ONLY** latest by **December 7, 2022**.

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