

Job Description

Title / Department	Associate Director / Director, Executive Education
Reporting Line Manager	Deputy Dean, ESSEC Asia Pacific (APAC)
Position Type	Permanent
Full time/ Part time	Full time

Executive Education's Mission in ESSEC APAC

The Executive Education programs at ESSEC are highly valued, ranking #3 for Custom Programs, and #5 for Overall Executive Education in the 2020 Financial Times ranking. The role offers a challenging opportunity to grow and develop ESSEC Executive Education in the APAC region.

Position Objective

The Executive Education department in ESSEC APAC provides customised corporate programs, open enrollment and residency programs. The Associate Director/Director of Executive Education reports to the Deputy Dean of ESSEC APAC in Singapore. He/She will lead the Executive Education department and is responsible for the overall market strategies and meeting revenue targets for the department. Leveraging and working in close collaboration with ESSEC faculty expertise, the Associate Director/Director will identify and develop learning and development programs to expand ESSEC's presence in Singapore and APAC.

Main Responsibilities and Duties

1. Responsible for planning and executing the overall market strategies for the Executive Education Department to meet revenue targets.
2. Responsible for planning and executing Executive Education marketing plans and contributing to the visibility, reputation and impact of ESSEC via appropriate channels. Identify and expand presence in APAC through events and Masterclasses.
3. Provide direction, guidance, and set performance objectives for the Executive Education Team in executing the business development, program development, market strategies, and revenue targets to achieve.
4. Develop business plans and proposals to achieve incremental revenue from new executive education programs in APAC.
5. Proactively engage with faculty and Program Directors to develop learning journeys and proposals, introduce new content and solutions into both new and existing executive education programs.
6. Leverage ESSEC's capabilities, networks and platforms to deliver value-added programs to corporate clients.
7. Maintain a collaborative approach and ensure effective communication with internal teams for high-level quality of program delivery.
8. Build a sustainable sales pipeline and provide sales tracking and reporting to the management.

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9. Oversee the Operations team to ensure smooth transition from client's requirements to execution and delivery of service.
10. Work in close collaboration with counterparts in other campuses, specifically ESSEC La Defense campus in France.

Position Requirements / People Specifications

- Bachelor's degree from a recognized University with close to 10 years of successful track record of meeting sales targets, maintaining and growing both existing and new client relationships.
- Demonstrated ability to think strategically and execute department objectives effectively.
- Possess a strong network within the region with corporates and institutions across various industries.
- Possess the experience and knowledge of understanding the opportunities, needs, and challenges of the learning and development landscape in Singapore and the region.
- Possess exceptional communication and interpersonal skills with the ability to confidently sell/market, engage and consult with C-suite level executives.
- Have experience in curriculum design, developing proposals and learning and development solutions to meet the clients' requirements taking into consideration the school's expertise.
- Possess leadership experience in managing a team and have the ability to coach and engage experienced level employees.
- Self-starter and possess a mature disposition and growth mindset with the tenacity and resilience of managing work challenges.
- Background in Executive Education and / or equivalent professional experience in developing learning programs for corporates will be an advantage.

Key Working Relationships and Contacts

Internal Stakeholders - Associate Dean of Faculty in ESSEC APAC, Faculty in ESSEC APAC, counterparts in La Defense campus in France and department heads in ESSEC APAC.

External Stakeholders - External organisations locally and overseas, relevant government authorities in Singapore.

Working Environment and Pace

The job incumbent will need to work independently in a dynamic work environment. Some level of flexibility and agility is required. Occasional overseas business travels are required.

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Terms of Employment

Working days are from Mondays to Fridays.
Working timings: 8am to 5pm or 9am to 6pm.
Occasionally, it may be necessary to work beyond the normal working hours due to the level of responsibility.

Application Process

Please submit a cover letter with updated resume to Human Capital Department at email address toh@essec.edu

We regret that only shortlisted candidates will be contacted.