

Title:	U.S. Partnership Development Manager
Communicates With:	Asia Operations Director, Partnership Development Director, Marketing Specialist
Reports To:	Partnership Development Director
Qualifications:	<ol style="list-style-type: none">1. Bachelor of Arts/Science (or equivalent) from an accredited university (Masters degree preferred)2. 3-5 years experience minimum working in or with multiple U.S. universities preferably in a study abroad or global programs related position3. Experience working with faculty and students from U.S. universities preferably in a study abroad or global programs4. Experience living abroad for at least six months (over 12 months is preferable)5. Experience working with international partners and teams (preferably in education related fields) outside of the U.S.
Position Summary:	Responsible for partnership development with U.S. universities including study abroad staff, faculty and students, to design and develop short-term faculty-led programs in Asia. This includes outreach and cold emailing/calling, representing the Asia Institute at education conferences and study abroad fairs, continuous communication, program requirement assessment, partnership and scholarship program management, program proposal timeline management, and execution of the Asia Institute's university partnership program expansion strategy, which may include the creation of new program concepts and assistance with marketing. Must be willing and able to work independently and highly motivated, goal oriented and accountable for poor performance, aggressive in developing new partnerships and meeting study abroad staff and faculty, and willing to engage positively in a cooperative spirit with our operation's team. Must be willing and able to travel both domestically and international and to work irregular hours (particularly for calls with Partnership Development Director in China).
Position Goal:	To expand the number of enrolled students on successfully hosted short-term programs by 40% annually.
Compensation:	The Asia Institute provides a competitive compensation package including base salary, performance bonuses, medical insurance, a travel budget, monthly cell phone stipend, and a China Visa. In addition, the Asia Institute provides a competitive and flexible annual holiday schedule and personal leave plan.
Position Location:	Your Choice (U.S. preferred)
Position Dates:	Starting March 1, 2018

The Asia Institute

The Asia Institute was founded in 2006 by connecting the four key sectors of society (private, public, not-for-profit and education) through a partnership network with a mission to build the leading education platform connecting Asia with the rest of the world. Over the past eight years, the Asia Institute has worked with over 2750 students and faculty, and has quickly become a leading host partner for many educational institutions in areas such as short-term programs, student recruitment, experiential learning, faculty exchange, and career development.

How to Apply

To learn more about the Asia Institute, we welcome you to visit our website www.asiainstitute.org. To apply for the below position, please submit a cover letter with your relevant experience clearly outlined along with your resume/CV to info@asiainstitute.org.

Position Information

<p>Key Responsibilities</p> <ul style="list-style-type: none"> Partnership development of short-term faculty-led programs with a goal of 40% growth annually for student participants (20 new programs in year one). Ability to identify new program opportunities and support university partners in program development, ensuring strong communication so that needs are fully understood, by both the university partner and our internal team, and addressed in a timely manner. Work with our operations team to complete program proposals for university partners, including project and timeline management, and on-time fulfillment of partner requests. Represent the Asia Institute at education conferences and study abroad fairs where relevant, developing future partners for program development. Management of our related scholarship program. Current university partner portfolio expansion through a thorough understanding of current partner needs, 	<p>Accountabilities</p> <ul style="list-style-type: none"> Expand student participation in university partner programs by 40% annually, through aggressive and continuous outreach to identify new program development opportunities. Obtain an 90% acceptance rate for submitted program proposals. Effectively manage the sales and marketing budget to within a 2% variance, while maximizing the return on investment. Work with the operations team to ensure university partner requirements are clear and communicated effectively and efficiently.
	<p>Skills Required</p> <ul style="list-style-type: none"> Fluent in spoken and written English Minimum of 3-5 years experience working with or in U.S. universities Experience working with faculty and students from U.S. universities Flexibility to meet university partner requests/demands as required

<p>and an assessment of new program development opportunities.</p> <ul style="list-style-type: none"> • Develop innovative and creative solutions for university partner challenges, such as student recruiting for short-term programs. Use logical, practical, and independent thought to identify and implement timely, workable/realistic solutions. • Engagement in new product development, with the identification of new short-term program market opportunities and content ideas for expansion of our academic series and concept programs. 	<ul style="list-style-type: none"> • Strong attention to high quality performance and service • Proven track record of target setting and goal achievement • Proven track record of thoroughness, accuracy, neatness and organization in work • Strong communication skills, listens attentively, cooperates with team mentality • Ability to work with little direct supervision, and takes accountability for decisions/results • Ability to be managed, and to learn from supervisor as well as team
	<p>Other Requirements or Preferences</p> <ul style="list-style-type: none"> • Strong proficiency with Word, Excel, PPT, PDF etc. required. • Working knowledge of study abroad, short-term programs etc. not required, although a strong preference. • Evidence of effectively working with international partners and teams outside of the U.S. • Evidence of continuing professional development, for example, conference attendance and/or presentations is not required, although a strong preference.