

Assistant Director (Client and Partner Development),  
National Centre of Excellence for Workplace Learning  
(NACE@SIT)  
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=223243>

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Posted Oct. 10, 2023, set to expire Jul. 5, 2024

**Job Title** Assistant Director (Client and Partner Development), National  
Centre of Excellence for Workplace Learning (NACE@SIT)

**Department** SITLEARN Professional Development

**Institution** Singapore Institute of Technology  
Singapore, , Singapore

**Date Posted** Oct. 10, 2023

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Development/Institutional Advancement

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498527/assistant-director-client-and-partner-development-national-centre-of-excellence-for-workplace-learning-nacesit>

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**Job Description**

## Assistant Director (Client and Partner Development), National Centre of Excellence for Workplace Learning (NACE@SIT)

**Job no:** 498527

**Department:** SITLEARN Professional Development

**Contract type:** Permanent

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**Reporting to the Head of Division and Project Director of the National Centre of Excellence for Workplace Learning (NACE@SIT), your responsibilities will include:**

- Developing and implementing a growth plan and strategy to grow a new portfolio of clients and partners, signature programmes, and revenue growth.
- Cross selling of workplace learning and CET courses.
- Generating qualified leads and build a pool of multi-year partnerships for bespoke programmes.
- Growing a new portfolio of executive programmes that can be offered for open enrolment.
- Liaising with Programme Directors and external trainers to deliver on solutions.
- Building win-win business models and tapping on SSG funding where applicable.
- Developing winning proposals, pitches, and building long term relationships.
- Building and managing the end-to-end client engagement processes and touch points.
- Growing the practice and communicating the value proposition of SIT's signature programmes.
- Documenting case studies in partnership with clients on success stories.
- Managing feedback and debriefs with programme director, operations and admin teams when necessary.
- Participation in strategic events, outreach, and marketing initiatives.
- Other activities as requested by HOD.

**Skills and experience required**

- Minimum eight to ten years of relevant experience within the educational industry.
- Proven experience and track record in seeding leads, tenders, winning deals, client management and business development.
- Confident in engaging senior leadership and clients to understand their needs and expectations
- Able to work independently and collaboratively.
- Proactive in generating qualified leads and driving revenue targets
- Able to build relationships with both internal and external associate faculty.
- Able to handle multiple projects simultaneously on a tight timeline.

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**Advertised:** 10 Oct 2023 Singapore Standard Time

**Applications close:** 30 Nov 2023 Singapore Standard Time

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**Contact Information**

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Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact**

Singapore