

Assistant Director, Client and Partner Development
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=248907>

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Posted Nov. 15, 2024, set to expire Jul. 5, 2025

Job Title Assistant Director, Client and Partner Development

Department

Institution Singapore Institute of Technology

Singapore, , Singapore

Date Posted Nov. 15, 2024

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/498803/assistant-director-client-and-partner-development>

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Job Description

Assistant Director, Client and Partner Development

Job no: 498803

Department: SITLEARN

Contract type: Contract

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About SITLEARN

SITLEARN is the lifelong learning and professional development division of the Singapore Institute of

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Technology (SIT). We offer a wide range of programmes designed to help individuals and organizations stay competitive and relevant in a rapidly evolving world. Our focus is on creating impactful learning experiences that empower professionals to develop skills, drive innovation, and lead in their respective fields.

Position Overview:

SITLEARN is seeking a dynamic and results-driven Assistant Director to join the Client and Partner Development team. You will be responsible for driving the client and partner development goals for SITLEARN's professional development programmes which includes but not limited to new client acquisition, large key account management and partnership development.

This is an exciting opportunity for individuals with strong expertise in sales and business development, solutions selling, team development and a passion for shaping the future of learning.

Main Duties and Responsibilities

- **Lead Program Development:** Oversee a dedicated team in conceptualizing, developing, and launching Continuing Education & Training (CET) and SkillsFuture courses. Spearhead client/partner engagements, manage processes, and lead strategic projects and initiatives to drive the division and university goals.
- **Stakeholder Engagement:** Conduct in-depth discussions with academic faculty and external clients/partners, negotiate agreements, and perform market research to align course offerings with industry demand. Manage client accounts, maintain strong partnerships, and oversee pipeline visibility for all prospective and ongoing initiatives, including revenue projections.
- **Committee Involvement and Coordination:** Serve as a member on relevant working committees, representing the division in discussions and decisions. Ensure timely follow-up on action items, both internally with cross-functional teams and externally with partners, to maintain momentum on initiatives and goals.
- **Management Reporting and Presentations:** Prepare, consolidate, and deliver presentations and reports for senior management, offering insights on the division's achievements, challenges, and opportunities. Provide regular updates on committee work and initiative progress.
- **Quality Assurance and Feedback:** Coordinate with the Programme Management & Operations and Marketing & Insights teams to ensure course delivery standards. Assist in post-course debriefings with trainers, gather feedback, and implement continuous improvements based on data-driven insights.
- **Process Excellence.** Ensure strong process orientation and proper follow through on all partnership obligations such as contracts, MOUs and partnership agreements.

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- **CRM.** Ensure accurate records and prompt updates through call reports in platforms such as CRM and MS Teams.
- **Additional Responsibilities:** Execute any other ad-hoc duties as assigned by the Deputy Director, contributing to the division's broader objectives.

Preferred Qualifications and Skills

- Tertiary qualification in marketing, business, learning and development or a related field. A master's degree or additional certifications is a plus.
- A minimum of 8 years of track record, strong leadership and team management experience and project management abilities in an academic or professional training environment.
- Excellent communication and negotiation skills, adept at building and maintaining relationships with diverse stakeholders.
- Experience serving on committees, with an ability to facilitate effective collaboration, action tracking, and reporting.
- Familiarity with Singapore's CET landscape, particularly SkillsFuture initiatives and funding requirements.
- Data-driven mindset with proficiency in reporting, metrics analysis, and presentation preparation.
- A proactive and adaptable approach to handle ad-hoc duties and shifting priorities effectively.
- Experience with CRM systems (e.g., Salesforce)
- Strong B2B networks in the professional development landscape.
- Strong ability to collaborate effectively across teams and engage stakeholders at all levels.
- A proactive, results-oriented approach, with a strong sense of ownership and accountability.

We offer a hybrid work arrangement that combines remote and in-person work, subject to work exigencies.

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Advertised: 15 Nov 2024 Singapore Standard Time

Applications close: 31 Dec 2024 Singapore Standard Time

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

Singapore