



Corporate Affairs Manager (Contract)

Contract Type:	Full-time, fixed-term contract – 12 months
Reports to:	Director of Corporate Affairs
Other Relationships:	CEO, Members of the Business & Policy Team
Salary:	Commensurate with experience
Purpose:	Supporting revenue streams through long-term business development

Asia House is an independent think tank and advisory service. We work with companies and governments in Asia, the Middle East and Europe, facilitating high-level dialogue, providing business and market intelligence, and driving commercial outcomes. We are seeking a motivated and confident individual to support our business development efforts on a fixed term basis. This is a fantastic opportunity for an ambitious professional who is looking for an opportunity to demonstrate their capability in a complex and fast-moving environment.

The post holder will support business development across the range of Asia House corporate services, including Asia House Research and Advisory, corporate memberships and the sponsorship of events and publications. The Corporate Affairs Manager will undertake horizon scanning for new business opportunities and work with colleagues to establish and develop new relationships with viable prospects. The successful candidate will also produce compelling written proposals for service packages and drive discussions to secure new business.

Responsibilities

- Research, initiate and develop relationships with major multinational companies, key influencers and decision makers and encourage their engagement with Asia House
- Develop tailored packages of services to meet the needs of corporate clients, draft proposals and support pitch processes (where relevant), following through to ensure Asia House closes deals and secures revenue against targets
- Work collaboratively with colleagues to develop appropriate collateral which effectively reflects the work of Asia House and the benefits of the organisation's platform, programmes and corporate services
- Work with colleagues to ensure timely delivery of client requests including *ad hoc* projects, and client administration

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Person Specification

Essential skills and experience

- Undergraduate degree in a relevant field – economics, politics, international business, international relations, etc.
- Three years' professional experience, with at least one year in role engaging actively with clients and other external stakeholders
- Experience of undertaking B2B business development activities, including identifying prospects and key contacts to initiate new commercial opportunities
- Experience of working under the pressure of revenue targets, deadlines and client expectations, while remaining organised and efficient, with exceptional attention to detail
- Outstanding verbal and written communication skills
- Confidence engaging with individuals at all levels, but particularly senior representatives of large multinational businesses, and an ability to establish and maintain effective relationships with such individuals and organisations
- Sensitivity to cultural differences when working with international organisations
- A sense of humour

Desirable skills and experience

- Knowledge of business and policy issues in Asia
- Experience of developing external stakeholder relationships for a think tank, advisory firm, business association or other independent organisation
- Experience of studying or working in one or more Asian country

How to Apply

Please send your CV, along with a short cover letter which includes your salary expectations, to recruitment@asiahouse.co.uk by 9am on Monday 15 November.