

GATEWAY HOUSE POSITION OPENING

DESCRIPTION

Organisation: Gateway House –Indian Council on Global Relations

Position: Head of Programming

Department: Meetings & Membership

Location: Mumbai, India

Salary: ₹25,000–₹40,000

Start Date: As soon as possible

Gateway House: Indian Council on Global Relations is a not-for-profit, non-partisan, independent, membership-based, foreign policy think-tank established in 2009, to engage India's leading corporations and individuals in debate and scholarship on India's foreign policy and its role in global affairs. Gateway House executes its mission through a comprehensive website (<http://www.gatewayhouse.in>), a robust membership and meetings programme, and the studies programme.

The employee will work closely with the Executive Director, Chief Operating Officer, research teams, administrative staff and other management.

Responsibilities and Expectations:

Meetings Programme:

- Develop, plan and execute private and public meetings, conferences for members and wider public.
- Identify speakers of international and domestic repute and coordinate meetings with membership.
- Cultivate relationships with experts, governments, scholars, institutions and NGOs from India and around the world for meetings and membership.
- Manage strategic planning initiatives for the organisation –memberships, outreach.
- Cultivate relationships with Indian foreign policy and corporate business leaders; incorporate findings and recommendations into reports and translate into membership
- Handle logistics and staffing for all Scholarship department meetings especially launch of reports and corporate learning sessions for members.
- Supervising arrangement for and operations of audio visual needs and equipment for events.

Other:

- Liaise with educational institutions in India and abroad to develop partnerships and affiliations.

- Conduct educational outreach and marketing to Indian universities, government officials and community leaders; promote Gateway House via internet and social networking sites.
- Undertake various primary research tasks, conduct historical analysis and locate relevant literature for Gateway House's Studies Programme.
- Be out and about; represent Gateway House at public and private events.
- Contribute to general administrative tasks.

Preferred Qualifications:

- Indian nationality preferred.
- Masters degree in business administration or related area required with significant coursework in Economics/Finance/Marketing, with superior academic credentials. Knowledge of and interest in foreign policy a must.
- Five to eight years' professional experience in finance/banking/corporate law/consulting/marketing.
- Strong interest in business development, strategy and events management.
- Excellent written and verbal communication.
- Strong organisational and budgetary skills.
- Enthusiastic and creative team player with ability to work both independently and collaboratively including the ability to lead a team.
- Proficient in Microsoft Office and database management.

Please submit a CV, a covering letter indicating your interest in Gateway House and motivations for working with us, to jobs@gatewayhouse.in. **PLEASE INCLUDE THE NAME OF THE POSITION IN THE SUBJECT OF YOUR EMAIL.** Once we review these documents internally, we'll contact you for an interview (in person if you're in Mumbai), or over the telephone.