



JOB DESCRIPTION

Organization: Gateway House: Indian Council on Global Relations

Position: Head – Business Development

Location: Mumbai, India

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 Head - BD will work closely with the Executive Director to strategize business enhancement areas based on Gateway House offerings to meet the needs of various businesses/corporates/institutions. The candidate should be self-driven, and excited about the New World Order unfolding in real time, meeting people and exchanging ideas.

Essential Duties & Responsibilities

- Explore partnership possibilities with Corporates and Academia
- Create awareness about and promote Gateway House study areas and other product offerings
- Engage, network and cultivate relationships
- Connect with existing members and manage the on-going relationship
- Generate revenue through new member acquisition
- Spearhead and execute fund-raising initiatives end-to-end
- Participate at Gateway House-led activities and events
- Build networks with other think tanks in India and overseas
- Engage with diplomats and dignitaries as needed
- Work closely with Fellows and promote/position their study areas among Corporates and Educational institutions
- Ideate and create collaterals & presentation decks meant for meetings, to showcase Gateway House study areas

Qualification, Skills / Other requirements

- Indian nationality/OCI holder preferred
 - MBA/Postgraduate in business or public policy or international affairs or equivalent
 - A minimum of 8 years of work experience related to sales, business development, partnerships, corporate social responsibility
 - Participated and presented at significant and relevant international fora
 - Confident, energetic, ethical team player
 - Experience working in multicultural settings
 - Excellent communication skills
 - Experience at a think tank an advantage
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