



Manager, Programs and Business Development
EMPEA (Emerging Markets Private Equity Association)
Washington, D.C.

Position Description

EMPEA seeks a Programs and Business Development Manager to support its leading industry events. EMPEA's suite of conferences, in-person training and education events and online professional development programs are focused on providing our members and global industry stakeholders the intelligence and relationships needed to navigate the fast growing economies of emerging markets. This person will report to the Senior Manager of Programs & Events and Core Responsibilities include:

Business Development:

- Manage event partner and sponsorship outreach and development, as well sponsor communications and deliverables.
- Manage sponsor fulfillment and be point-of-contact for sponsors on logistical inquiries.
- Play key role in generating and managing new event sponsorship and partner relationships, while maintaining and growing existing relationships.

Programming & Logistics:

- Coordinate and execute sponsor and speaker outreach and participation fulfillment, including, but not limited to, drafting communications, maintaining organizational databases, reviewing presentations, collecting firm descriptions/speaker bios and logos/photos, panel preparation calls, liaising with sponsors and speakers on frequent basis.
- Support logistics around programs and events to include including on-site logistics, venue coordination, registration, delegate inquiries, program development, speaker/sponsor fulfillment and assistance.
- Assist with origination and execution of new programming initiatives and manage program content/agenda development, design session structure and format, potential participants and send invitations for conferences and programs.
- Coordinate event email marketing with EMPEA's Marketing and Communications team by providing timely content and reviewing marketing materials.
- Manage the EMPEA Professional Webcast Series with the opportunity to develop new content based on EMPEA's current research publication schedule and industry trends. Coordinate logistics with webcast technology provider and webcast panelist participation.
- Manage registration and field registration inquiries for EMPEA's programs. Candidate will be expected to become familiar with industry firm type distinctions and EMPEA's membership to manage multi-tiered pricing of events by firm type, and to approve and assist registrations directly through EMPEA's registration systems and 3rd party registrars. Training will be provided on industry players and terminology, but on-going independent exploration of industry is expected.

Qualifications:

The qualified candidate has 3-5 years of experience or equivalent with business development in a business or non-profit environment. Previous experience with senior-level professional events management, the financial sector and/or emerging markets is a plus, but not required. Flexibility to travel to events is required.

Other qualifications include:

- Bachelor's degree
- Demonstrated business development and project management skills
- Strong attention to detail

- Excellent interpersonal and communication skills
- Proven ability to work within strict deadlines and in a fast-paced environment
- Exceptional problem-solving and troubleshooting skills
- Proficiency in Microsoft Excel, Word and PowerPoint

The following qualifications are not required, but are a plus:

- Experience communicating with senior-level executives
- Experience with multi-tiered client databases and registration systems
- Proficiency in a foreign language
- Proficiency in Adobe Suite and webpage content management

How to Apply:

Interested applicants should send a resume and a brief cover letter explaining their interest for consideration and salary requirements to programs@empea.net. Please indicate in the subject line “**Manager, Programs & Business Development – LAST NAME**”. Only shortlisted candidates will be contacted. Resumes will be reviewed on a rolling basis. Opportunity is available immediately.

About EMPEA:

EMPEA is the global industry association for private capital in emerging markets. We are an independent non-profit organization with over 300 member firms, comprising institutional investors, fund managers and industry advisors, who together manage more than US\$1 trillion of assets and have offices in more than 100 countries across the globe. Our members share EMPEA’s belief that private capital is a highly suited investment strategy in emerging markets, delivering attractive long-term investment returns and promoting the sustainable growth of companies and economies. We support our members through global authoritative intelligence, conferences, networking, education and advocacy.

What EMPEA Offers:

- Competitive salary commensurate with experience
- Exciting team environment
- Diverse membership of industry’s key players who appreciate the work we do for them
- Excellent benefits package and paid time off
- Opportunities for international travel to industry conferences and/or member offices