

ESCP Europe is looking for a:

Senior Project Advisor (M/F)

Position Overview :

The Senior Project Advisor will report directly to the Dean for Executive Education and Corporate Initiatives He or she :

- Plans and directs all administrative, financial, and operational activities for the Dean of Executive Education.
- Organizes and prioritizes critical issues and required information for the Dean in order to facilitate efficient decision-making. This includes assisting in the preparation of client meetings or seminars, drafting of agendas, follow-up of meetings and writing of minutes.
- Acts as a point of contact or gatekeeper between top management and other stakeholders in ESCP and outside. The position therefore provides executive support to committees and working groups chaired by the Dean and involves developing effective communication and working relationships with relevant staff at all levels of the organization, and external to it, in order to inform and support the work of the Dean

Project Management Duties :

The Senior Project Advisor will manage projects under the authority and direction of the Dean. This includes but is not limited to contributing to:

- Business development initiatives, for example, coordination of various international projects, meeting with national and international prospects to develop custom program opportunities etc.
- Work with the Dean of Executive Education and the Executive Director in charge of Sales Marketing and Business Development to develop increased synergies and business opportunities through greater cooperation and coordination between the various ESCP Europe entities.
- Development of an Executive Education community (“alumni”) to build engagement and to increase repeat purchase and referrals. This involves creating and implementing a past participant engagement strategy that is measurable, adaptable and scalable in order to increase repeat purchase and referrals. S/he will create and maintain an alumni engagement calendar that includes but is not limited to, direct mail, email marketing, social media, and incentives. S/he will create an alumni community leveraging new or existing platforms (i.e. Salesforce or other systems or apps)

Event Management Duties :

The Senior Project Advisor will develop and implement an events strategy for ESCP Executive Education.

- In cooperation with the Executive Director in charge of Marketing Sales and Business Development, the Senior Project Advisor will be responsible for developing, planning, and implementing an Executive Education events strategy with in-person and online events that will generate new leads, nurture prospects, increase past participant engagement, add value to corporate buyers, promote faculty research, and support new program launches.
- Research and propose new market opportunities to develop the ESCP Europe brand abroad through, for example, the organization of sales / executive community events in promising locations.

- Budget permitting, s/he will also be responsible for planning, designing and executing a yearly team building exercise for all Executive Education staff to develop staff motivation and engagement.

Skills and experience :

- Detailed oriented, a self-starter and problem solver with excellent project management skills and the ability to manage multiple projects simultaneously. The ideal candidate anticipates opportunities and challenges, takes initiative to identify and implement creative solutions, and works well under deadlines and pressure.
- The successful candidate will have proven skills in international project management including the execution of key project tasks, excellent research and analytical skills along with highly developed written and verbal communication skills.
- Tertiary qualifications together with significant demonstrated experience in providing executive support to a senior manager and committees is also essential. Minimum of 10 years of experience including international experience.
- Excellent interpersonal and communication skills with a capacity to establish professional working relationships with both internal stakeholders, professors and colleagues, external partners, clients, delegates, and vendors.
- Bilingual English/French. Additional languages a plus.
- Available to travel and adapt to a flexible work schedule (occasional evenings, weekends etc.)

Position located on our ESCP Paris Montparnasse Campus

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