

POSITION: EXECUTIVE BUSINESS PARTNER

Location: Mumbai

Description: The key focus area for the role of Executive Business Partner (EBP) is to support the MD & CEO to increase the efficiency of all aspects of the strategic, administrative and relationship management work. The EBP will be a thought partner to the CEO and will be responsible for providing all analysis to enable efficient and smooth decision making in all areas of the CEO's work. The EBP will have the ability to work independently on the new projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Responsibilities

The primary responsibilities include but are not limited to:

1. Strategic Initiatives

- Manage all the new projects that are aligned with the organization's vision and strategy and monitor the same
- Support in expansion plans by researching on the current trends/business models in the developmental sector.

2. Relationship Management

- Manage communications with external and internal stakeholders (prepare, edit and finalise)
- Prepare and be part of CEO's meeting for collaboration with external stakeholders
- Supporting the CEO in donor communications by preparing presentations and financial statements.
- Follows up on contacts made by the CEO and supports the cultivation of ongoing partnerships

3. Enhance the CEO's Effectiveness

- Create a professional, responsive, and collegial relationship with all those who engage with the CEO's office
- Become deeply acquainted with the CEO's priorities and oversee scheduling to ensure all activities are aligned with these priorities
- Design and implement team-wide systems to ensure effective and efficient cross-team collaboration
- Support CEO in increasing effectiveness of the Leadership Team by aligning their time together to organisational priorities and needs
- Manages calendar of appointments Plans, coordinates and ensures for smooth functioning

4. Research, Analysis, and Special Projects

- Research, Analyse and assist in managing large amounts of data for decision making across functions
- Participates in a variety of short term tasks and projects to support the CEO
- Assists in preparing presentations for external meetings, guest lectures and other collaboratives
- Work with the Communications team to ensure all marketing collateral are up to date and effective

5. Brand Building for CEO

- Ideate, plan and execute marketing, digital and social campaigns for the CEO in collaboration with the marketing (sustainability) team
- Develop, create and maintain content for online and offline platforms and send communications to the stakeholders periodically
- Measure the performance of activities, campaigns and assess the efficiency and productivity

Compensation: Best in the Industry

Required Skills, Competencies and Abilities

- Excellent communication(English, Hindi and Marathi) and listening skills
- Strategic thinker, Confident, Assertive and excellent computer knowledge and Presentation skills
- Ability to research, analyze and present data, think critically and explain complex information clearly and simply
- Good negotiation skills
- Self Starter with sound judgement, eye for detailing, work independently and adapting to changing environment
- Travel ready and work in a growing organization along with the understanding of the development sector
- Excellent interpersonal skills: poise, confidence, and maturity while interacting with a broad range of individuals and groups
- Ability to collaborate with internal stakeholders
- Highly organized and detail-oriented in planning and executing tasks
- Continuous learner with the mindset of reflecting and working on the vision of the organisation and has a constant inclination towards working and growing in the sector

Qualification and Experience

- Masters Degree from any stream however course related to development sector or/and marketing/PR background would be an added advantage
- Minimum 4 years of professional work experience (excluding internship/ fellowship/ volunteering)
- Bright Future strives to have a workforce which reflects gender balance hence would prefer female candidates for this role