

## **Job Description – Head Executive Education**

### **About the Role:**

- Overall responsibility of the Executive Education vertical for IMI for all three campuses – New Delhi, Kolkata & Bhubaneswar

### **Key Responsibilities:**

- Lead the Executive Education function and be responsible for generating business and delivery of executive education programs for corporates
- Design and delivery of programs based on organizational needs in consultation with the faculty and area experts to ensure high impact learning outcomes for the clients. Overall Product portfolio includes – Open Programs, Custom Programs, Online Certificate Programs & PGDM Online
- Building and nurturing the Executive Education team in line with the business growth requirements
- Stay abreast of industry/economic developments, market/ industry trends to help identify the learning and development needs in a particular sector
- Create and nurture relations with CLOs/ CHROs/ participants to gauge their learning requirements, and address their program related queries, while maintaining the highest standards of professionalism
- Maintain database of potential clients and source new accounts through prospecting and structured outreach to deliver on individual and team targets
- Collaborate with the marketing team for branding and collaterals development for the Executive Education programs
- Coordinate with the finance team to ensure collection of dues from the client and payment to the faculties who delivered the programs
- Work with other key stakeholders including Alumni, Faculty, Career Services & Administration teams to achieve larger institutional objectives

### **Eligibility:**

- Min 12 - 15 years of overall experience with significant part of it in managing Learning & Development / Executive Education teams
- Well networked in the CLOs, CHROs and Corporate community. Experience in working with senior professionals in HR, functional leaders, CXOs, having rich track record of business negotiations and closing the deal
- Prospective candidate must have a proven track record of successfully generating and scaling Executive Education business
- Excellent organizational and administrative skills with experience of managing teams and multiple stakeholders
- Excellent quantitative, analytical skills, good at research & identifying patterns. Good at working with Microsoft excel, power point presentation, tableau.

### **Key Performance Indicators (KPIs):**

- Revenue numbers achieved as per targets assigned
- New Idea generation – converted into products



- Managing the customer feedback and ensuring repeat business

**Reporting:**

- Director General – IMI
- Additionally dotted line reporting to Director – Kolkata Campus & Director – Bhubaneswar campus

Please apply with detailed CV to [dg@imi.edu](mailto:dg@imi.edu) with subject line “Application for Head Executive Education”. CV should include the LinkedIn URL.