



Leadership to New Heights

Job Description

Organization: National Association of Asian MBAs (NAAMBA)
Position: Client Relations Manager
Type: Full-Time
Location: New York, NY
Start Date: March/April, 2012
Salary: Flexible

Who We Are

NAAMBA, headquartered in NYC, is a 501 (c)(3) non-profit, professional organization dedicated to the advancement and empowerment of Pan-Asian professionals globally to help them maximize their potential, especially in reaching executive levels and corporate board rooms. We are engaged in leadership training, organizing leadership conferences & expositions, and providing unprecedented networking opportunities.

We are seeking a qualified individual for the position of Client Relations Manager.

Responsibilities

- Maintain and increase the participation level with current sponsors
- Develop new business with Fortune 500 and Fortune 100 global companies
- Promote NAAMBA within Asian business community as well as main stream community
- Design and take lead on social media initiatives
- Lead PR efforts
- Manage existing Alliance & Media Partnerships and seek new opportunities
- Take an active role in organizing annual conferences in the U.S. and in Asia
- Represent NAAMBA by attending other events and conferences
- Plus any other tasks that are related to our new initiatives

Requirements

- 2-3 years of experience in sponsorship sales or a related field
- Deep understanding of diversity issues, particularly relating to Pan-Asian professional community
- Excellent communication skills, both verbal and written
- Strong public speaking skills
- Good team player
- Must be available and willing to travel domestically as well as internationally
- Creative mind and be able to work with minimal supervision
- Keen sense of thorough follow up

If you are interested in the position, please send your resume along with a short cover letter stating why you are interested in applying for the position and which key skills will make you a viable candidate for this position. Please include your salary requirements. Only qualified applicants will be contacted.

Email jino.ahn@asianMBA.org. No phone calls please.