



## SCOPE OF WORK

### Business Development and Outreach Manager

#### Background

[Asia Clean Energy Partners Limited \(ACE Partners\)](#) is an international advisory firm that provides consulting and advisory services related to the energy sector. The firm works to support the acceleration of clean energy deployment, with a focus on markets in Asia and the Pacific. ACE Partners supports the design and scale-up of effective initiatives, with a focus on four main areas: (a) creating insights through research and analytics; (b) designing and packaging projects and initiatives; (c) connecting stakeholders with the knowledge, technologies, and finance to achieve results; and (d) building communities of practice through targeted communications and events.

ACE Partners is recruiting a Business Development and Outreach Manager to join the firm's rapidly growing business in the climate and clean energy sector.

#### Overview of the Position

The Business Development and Outreach function supports business and brand development for ACE Partners through their work on business development, outreach, and communications products and initiatives. The objective is to develop and implement effective strategies, campaigns, and product offerings to stakeholders—especially potential clients—in the clean energy sector. The Business Development and Outreach Manager will report to the Head of Business Development, and they will also work closely with the Communications project delivery function within ACE Partners. The main responsibilities will include:

- supporting the development, design, formatting, and editing of business proposals;
- maintaining and developing ACE Partners' corporate communications materials and collaterals;
- developing formal, client-focused communications products;
- developing and implementing social media campaigns and initiatives;
- supporting communications and outreach products for project-related events; and
- providing graphics for internal and external corporate communications (including business proposals).

**Registered Address:**  
No. 5, 17/F Bonham Trade Centre  
50 Bonham Strand  
Sheung Wan HONG KONG  
[www.asiacleanenergypartners.com](http://www.asiacleanenergypartners.com)

## Scope of Work and Detailed Tasks

### Corporate Communications

- Working with the Communications project delivery function of ACE Partners, develop and implement new communications materials, digital presence and outreach activities aimed at expanding ACE Partners' reach and engagement, with the aim of building a strong brand profile for ACE Partners.
- Oversee effective development and operation of ACE Partners' website and social media accounts (Twitter and LinkedIn) on an ongoing basis to ensure that they are current, and relevant, and provide thought leadership for the sector.

### Business Development

- Support the Head of Business Development in developing and maintaining a robust and nimble infrastructure for business development, including the corporate profiles, CVs of team members for outside consultants, and effective templates and systems for the development of business proposals.
- Lead the design and formatting of business proposals and other company outreach materials, including creating written and other visual content.

### Project Delivery

- Lead the planning and managing of events for clients, including the development of event collateral and content for the events and post-event reports.
- Working with the Communications function within ACE Partners, oversee the development of high-impact communications products as required to promote good practices and knowledge-sharing in the climate and clean energy sector across Asia.

## Minimum Qualification Requirements

The candidate should have a university degree in liberal arts, business, communications, or a related field, with experience in international development, business development and operations, and/or clean energy consulting and advisory. Previous work experience in Southeast Asia and South Asia is strongly preferred, as is broad familiarity with the private sector, non-profit, and government actors working in Asia's clean energy sector.

- Minimum general experience: 8 years
- Experience in business development, including the development of business strategies, proposals and corporate outreach, and development of strong business alliances and networks
- Experience in communications and outreach, including and especially for the purpose of business development and brand-building, and market-positioning
- Excellent writing and editing skills, including both technical and copy editing
- Experience developing and writing content for all media platforms and an ability to produce inspiring and engaging content

- Proven social media and networking expertise
- Experience in planning, staging and running virtual events is an advantage
- Candidate should be based in Southeast Asia

## **Period of Performance**

**Start Date:** July 2022, or as soon as possible

**Term of Employment:** renewable annually on 30 September

## **How to Apply**

Please submit your application in the form of a CV and Cover Letter by June 30<sup>th</sup>, 2022 to [info@asiacleanenergypartners.com](mailto:info@asiacleanenergypartners.com)