



SCOPE OF WORK

Business Development and Outreach Assistant

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 Assistant 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 assist in developing and implementing effective strategies, campaigns, and product offerings to stakeholders—especially potential clients—in the clean energy sector. The Business Development and Outreach Assistant will work closely with both the Business Development and Communications project delivery functions within ACE Partners. The main activities for the Assistant are expected to be:

- maintaining and developing ACE Partners' regular external corporate communications and related content;
- supporting communications products for project-related events;
- supporting the design and formatting of business proposals;
- providing graphics for internal and external corporate communications (including business proposals); and
- Supporting formal, client-focused communications products to promote good practices and knowledge sharing in clean energy, climate adaptation, mitigation, and the energy transition in the Asia Pacific.

Registered Address:

No. 5, 17/F Bonham Trade Centre
50 Bonham Strand
Sheung Wan HONG KONG
www.asiacleanenergypartners.com

Scope of Work and Detailed Tasks

Business Development

- Support the design and formatting of business proposals and other company outreach materials, including creating audience-specific clean energy messaging, written materials and visual content.
- Design and maintain the company's corporate profile and CVs, short bios, and updated photographs of team members for business outreach and proposals.

Corporate Outreach and Communications

- Support development and implementation of 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.
- Maintain ACE Partners' website and social media accounts (Twitter and LinkedIn) on an ongoing basis to ensure that they are current, relevant, and provide thought leadership for the sector.
- Monitor media coverage of climate and clean energy and keep colleagues up to date on relevant developments.

Support for Project Delivery

- Support the planning and managing of events for clients, including developing event collateral and writing content for events and post-event reports.
- Design 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 communications, journalism, or a related field, with previous experience in international development and/or business. 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: 3 Years
- Fluency in speaking, writing, and editing English
- Experience in communications, including providing wide-ranging communications support for corporate communications and business development purposes
- Experience in writing content for all media platforms and an ability to produce inspiring and engaging content
- Proven social media and networking expertise
- Experience in virtual event management
- Experience with design software, such as Canva, InDesign and/or Adobe Illustrator
- 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 30th, 2022 to info@asiacleanenergypartners.com