

JOB DESCRIPTION AIESEC VUB 2009-2010

External Relations: X realisation

Position Role

You are responsible for the contacts of companies that might have interest in using the AIESEC network or have interest in taking TN's and participating in the Global Exchange program. The skills that you will develop are very professional, how do you convince a company in buying a product and how do you track the needs of companies and how do you adapt your product to it. You will be able to sell, to negotiate, to take responsibility towards companies and to deliver promises.

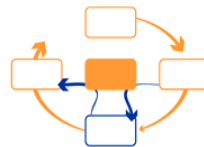
Structure Integration

LC structure:

TM	
Projects	
ER	X
Finance	
Communications	
OGX	

AIESEC Experience stage

The role will be framed towards the Taking responsibility track. It encounters the idea of taking responsibilities on professional manners.



Leadership Role Stage

Possible Behaviours Developed at this Stage

	Foundation	Knowledgeble	Proficient	Advanced
Competencies	Behaviour 1	Behaviour 2	Behaviour 3	Behaviour 4
Respect				X
Self Confidence				X
Integrity				X
Self awareness				X
Empathy				X
Negotiation			X	
Accountability			X	
Effective Communication			X	
Adaptability			X	
Results Orientation			X	
Developing Others			X	
Innovation and Creativity			X	
Stakeholder Focus				X
Social Inclusiveness		X		
Resource Management			X	
Organizational Understanding				X

Responsibilities

1. to prospect new potential partners and contact to build a partnership following organizational interests and criteria.
2. to manage partnerships in order to make them long term and sustainable which includes satisfaction of partners and good communication.
3. Promote the international exchange program that AIESEC offers

Main activities:

- Tracking sales goals
- Take part of planning strategies for sustainable growth in TN side
- Execution of ER processes related to TN Raising
 - o Sales management and pipeline
 - o Selling
 - o Delivery
 - o CRM
- Relationship management (account management)
- Attend sales meetings and create proposals for new partnerships
- Responsible for relations with TN takers and supporters for TN raising
- Helping for financial sustainability
- Taking minimum Responsibilities in the area

Measure of success

[KPIs and expected outcomes/results performing that position adding success Indicators (expected goals achieved)]

E.g.

- % of plan realization
- % of realized priorities
- # Meetings attended
- # TN Raising
- # of Sales members attending to at least 1 meeting per week
- % of accounts update into a CRM tool (SMS lists)

Subordination levels

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Background, Skills and Experience required

- Very good understanding of AIESEC and AIESEC's strategy
- Good negotiation skills
- Good understanding and experience with exchange process
- Good overview of local business issues
- Understanding operations of the corporate sector

Participation in conferences and other development opportunities

Local Conferences:

- Local Training Seminar
- Local Planning Meeting

- Train the sellers

National Conferences:

- National Preparation Seminar (Leadership Track)
- National Functional Meetings

Time

From February

Till June