



DEWAN FILHARMONIK PETRONAS
KUALA LUMPUR, MALAYSIA

Position : Executive (Business Development)
Company : Dewan Filharmonik PETRONAS (DFP)
Location : Level 2, Tower 2, PETRONAS Twin Towers, Kuala Lumpur
Reporting To : Manager (Business Development)

Requirements

- Minimum 1-3 years relevant work experience.
- Experience in business development, sales, sponsorship and fundraising management.
- Knowledge of the local and international business communities
- Demonstrated a strong track record in driving revenue growth through strategic sales initiatives, sponsorship development, partnerships and fundraising programmes.
- Strong understanding of the latest trends and practices in stakeholder management, with the ability to establish and maintain a strong network with relevant stakeholders and industry practitioners.
- Possess strong interpersonal and communication skills, with the ability to build and maintain effective rapport with stakeholders.

Job Purpose

Plan and execute business development plans and activities for the company in order to grow the business.

Key Accountabilities

- 1. Promotion of Malaysian Philharmonic Orchestra (MPO) Orchestra for Hire**
 - Develop and execute the plan to promote the hiring of MPO Orchestra to generate revenue for the organisation.
- 2. Programs Planning and Management**
 - Plan and manage the execution of all programs and collaborations to ensure smooth program deliveries.
 - Liaise and coordinate with relevant parties (may include Communications & Creative Services, Procurement & Contract etc) to ensure smooth and successful performance deliveries.
 - Plan, evaluate and monitor contracts to ensure all obligations are fulfilled.

3. Funding and Sponsorship

- Plan and execute plans and programs to secure funding via sponsorship, donation, bequest, endowment and other initiatives, including contra/ barter relationships.
- Coordinate and monitor to ensure sponsorship contracts obligations, financial and non-financial are fulfilled timely.
- Manage and report outcomes of all fundraising efforts and provide updates on progress/status and cost-benefit analyses.
- Manage, monitor, and adhere to budgets approved for marketing and fundraising purposes, ensuring maximum cost efficiencies.

4. Documentation and Record Management

- Create and maintain accurate and up-to-date fundraising contact databases, including a record of potential fundraising leads.
- Manage the preparation and maintenance of all fundraising related documentation including proposals, contracts, activation plans, promotions etc.

5. New Business Opportunities

- Plan and implement the business development and marketing plans to identify new markets and business opportunities to diversify revenue stream to ensure sustainability of the organisation.
- Plan and implement the networking events and potential client engagements to reach out to new markets and segments.

6. Other Duties as Assigned by the Company

- Plan and execute all other duties as assigned by the company.

Generic Accountabilities

1. Networking and Relationship Building

- Foster and sustain effective working relationships and rapport with the government authorities, business and management institutions, national and key industry players and service providers in order to keep abreast with latest development in the relevant markets and capitalize on insider status and strategic alliances to capture opportunities for new business ventures and enhance public confidence in the company business solutions, products and services.

2. Good Governance

- Enforce the implementation of applicable procedures and guidelines and affect the compliance to statutory and legislative requirements in order to ensure conformance to the established Limits of Authority (LOA), policies and government regulations to safeguard company and shareholders' interest, image and reputation.

3. Mindset, Behavior & Culture

- Develop and implement distinctive mindset, behavior and culture within the working team to achieve high work performance by adopting and implementing value interventions, tools and methodologies to promote and instill high sense of commitment, ownership, integrity and loyalty that will contribute to operational excellence.

4. Leadership & Capability Development

- Drive the development of competent working team that will enhance and sustain staff capabilities in achieving high performance delivery to ensure internalization of the right leadership and capabilities in executing their jobs.

5. HSE Policies and Code of Conduct

- Communicate, interpret, and champion the execution of the objectives and provisions of the Health, Safety and Environment (HSE) policies and Codes of Conduct and Business Ethics (COBE) within the working team and undertake appropriate mitigation and/or intervention programs.