



DEWAN FILHARMONIK PETRONAS  
KUALA LUMPUR, MALAYSIA

### ***Executive (Business Development)***

Department: Business & Strategic Relations Management

Location: Level 2, Tower 2, PETRONAS Twin Towers, Kuala Lumpur City Center

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#### **Requirements:**

- Recognized university degree in the field of Business Studies or any related field
- Minimum 1-3 years working experience
- Preferably with experience in business development, sponsorship and fund-raising management
- Knowledge of the local and international business communities
- Possess great interpersonal skills & able to build 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 Dewan Filharmonik PETRONAS (DFP) Hall and Facilities
  - Plan and execute the plan to promote the hiring of DFP halls, venue, recording facilities and technical equipment to generate revenue for the organisation.
2. Programs Planning and Management
  - Plan and implement 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 artists' contracts to ensure all obligations are fulfilled and manage artist's comfort for the duration of performance.
  - Plan and execute the post-concert evaluation, including publicity material & reviews about the performance for reporting to sponsors, artists and management for future improvements.
3. Funding and Sponsorship
  - Plan and execute 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.
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.

Interested candidates are invited to submit a complete CV stating personal particulars, employment history, qualifications and current salary together with a passport sized photograph.

Please direct your applications via email to the following:

**Human Resource & Administration of Finance & Corporate Services Department**

DEWAN FILHARMONIK PETRONAS

Level 2, Tower 2

PETRONAS Twin Towers

Kuala Lumpur City Centre

50088 Kuala Lumpur.

Malaysia.

Email: [career@dfp.com.my](mailto:career@dfp.com.my)

- Only shortlisted candidates will be notified.
- All applications will be treated in the strictest confidence.
- Closing Date: **30 September 2024**