



Business Development Manager, Education and Development

The Institutional Limited Partners Association (ILPA) is a growing and dynamic organization, committed to serving the interests of asset owners participating in the global private markets. ILPA represents over 550 member organizations and 5,500 investment professionals in more than 50 countries, including public and private pensions, endowments, foundations, family offices, insurance pools, and sovereign funds. ILPA is the only organization of its kind. Through our efforts in the areas of education, advocacy, standards and best practices, and networking, ILPA aims to make a positive, direct and increasing contribution to its members' investment programs and the private equity industry as a whole.

We are seeking an experienced, creative and driven Business Development professional to join our team in Washington DC, reporting to our Managing Director of Education. At the highest level, the Business Development Manager will be responsible for expanding the reach and impact of our world-class education platform – the ILPA Institute – working closely with colleagues based in Washington DC and Toronto, and directly with our members around the world.

Core Responsibilities of the Position

- Proactively cultivate a pipeline of Institute participants, including strategic assessment of organizational and professional profiles well suited to particular Institute offerings (e.g., course, delivery channel) in collaboration with ILPA's membership team
- Develop and maintain marketing and direct member outreach plans, and supporting collateral and communication resources
- Integrate member feedback and course quality data to inform ongoing Institute development
- Contribute to the ideation and evaluation of new course offerings, including identifying potential subject matter experts with whom to partner
- Create custom proposals, respond to RFI/RFPs and effectively navigate member procurement processes
- Lead efforts around pricing and financial modeling of Institute offerings
- Assess competitive landscape for Institute offerings, pricing practices and relative positioning to continuously refine and enhance its value proposition
- Diagnose member needs and match them with Institute offerings: assist with course configuration and faculty preparations to address individual opportunities
- Establish and maintain an understanding of ILPA's global membership and successfully target/approach markets by segment including geography, size and type

The role includes modest travel (when the external environment allows), but typically with significant lead time. Visits to the ILPA Toronto office are likely at an approximate interval of every three months. Attendance at major ILPA events is also anticipated.

Key Capabilities Required to Be Successful

- Demonstrated, autonomous success in results-oriented education and development business setting or equivalent
- Experience with bespoke or configured education and development programs highly desirable
- Experience with geographic regions beyond North America highly desirable
- Self-motivated, energetic, solution-seeking and creative
- Team player and highly collaborative
- Outstanding verbal and written communication skills: responsive and generous
- Interest in private investment markets and a desire to build industry knowledge
- Skilled in engaging and navigating multi-stakeholder situations: able to manage by influence
- Demonstrated ability effective manage a range of initiatives concurrently

Minimum Qualifications

- Minimum of 5 years' experience
- B.S./B.A. degree
- Proficiency in Microsoft Office and experience with Salesforce

Our Values

Our team is passionate about serving Limited Partners and our shared values drive all that we do.

- We are member-focused
- We take ownership
- We communicate effectively
- We succeed as a team
- We treat every person with respect

How to Apply

Candidates are asked to submit a resume and cover letter to Vanessa Fountain-Allen at vfountainallen@ilpa.org. ILPA is an equal opportunity employer and committed to a diverse, equitable and inclusive work environment. We are committed to fostering a diverse pool of candidates for any and all job openings, and will consider candidates without regard to race, ethnicity, gender, religion, sexual orientation and identity, national origin, age, military or veteran status, or disability.