

Job description Executive Director ADB-DutchCham

About ADB-DutchCham

The ADB-DutchCham, the Dutch Chamber of Commerce in Singapore, is a leading and recognized organisation that connects the Dutch Business Community in Singapore. We provide a strong platform for our members to share their knowledge, skills, values, and expertise through a large variety of business and social activities.

We strongly believe in our mission to inform, connect and inspire professionals and companies in Singapore with a shared interest in Dutch business. Our members have access to our engaged and active community for both Corporates and Professionals to network and exchange knowledge with peers. We deliver member value through informative and inspiring activities and events including relevant introductions, content, publications, trends and insights to succeed in Singapore.

About the role

The Executive Director is the leader and manager of the Executive Team (currently in total 4 members) and reports to the Chairman of the Board. He/she is responsible for the execution of the Annual Plan as adopted by the Board and contributes to the strategic considerations.

The ADB-DutchCham board consists of volunteers that will and can support the Executive Team, especially in domains as Events, Marketing & Communication, Sponsoring, and Finance.

The primary responsibilities of the Executive Director are:

- a) Being an active part of the community, connecting with members, and building strong relations with business partners, including The Dutch Embassy, EDB, Dutch Chambers in ASEAN, Foreign Chambers in Singapore, Singaporean Partners, and any other stakeholders who could be of any interest to the Dutch business community.
- b) Works effectively and openly with Board in order to fulfil ADB-DutchCham's mission and define the direction for the future, including its key enablers to be successful.
- c) To recruit, upsell and retain members of the Chamber by offering an attractive package of activities, meeting the different member groups' needs.
- d) Assuring a minimum financially positive annual result and governing compliance (e.g. Keeping RoS up to date with changes) and financial oversight of banking activities.
- e) Planning and organizing inspirational and high-quality events that meet all members' needs (incl. support in the organization of our famous annual Winsemius Awards event).
- f) Definition and execution of the marketing strategy, to:
 - Inform and inspire our members via e.g. social media, website, and newsletters
 - Enhance the image of ADB-DutchCham within the Dutch as well as the Singaporean community
 - Attract more members
- g) Recruiting sponsors and building sponsor/ engagement relations to assure that the sum of all events is financially "neutral" together with the relevant members of the board.
- h) Responsible for leading the ADB-DutchCham office and staff (3 people) in a manner that supports our mission and to maintain a good working environment

Key qualifications

- University/HBO/Poly degree in business administration, public policy, economics or a related field
- Minimal 10 years of working experience, preferably in a corporate environment
- Commercial thinker with excellent oral and written communication skills and ability to persuade individuals with decision-making authority

- Good interpersonal skills and the ability to build strong professional relationships with stakeholders, also excellent organizational sensibility
- Pro-active, hands-on working attitude and able to operate in a diverse environment
- Excellent organizational skills, attention to detail, and ability to meet deadlines
- Good general (business) knowledge of Singapore and ASEAN is an asset
- Leadership experience is an asset
- Native in Dutch and fluent in (business) English

Interested applicants can send their motivation letter and resume to director@adb-dutchcham.sg