

<b>Job Title:</b>	<b>Manager, Marketing and Outreach</b>
<b>Job Grade:</b>	<b>Manager</b>
<b>Reporting to:</b>	<b>The Principal</b>
<b>Employment Type:</b>	<b>Full Time (2-year contract, renewable)</b>
<b>Type of Position:</b>	<b>New</b>
<b>Date:</b>	<b>10 Jul 2023</b>

### **About BGST**

**Biblical Graduate School of Theology (BGST)**'s aspiration is that all Christians may become effective ambassadors for Christ in their workplaces, churches, and communities, wherever God has called them. We do so by providing flexible, relevant, and quality education that draws upon Scripture, Christian tradition, and integrative studies. Over the next few years, we seek to transform ourselves into a lifelong learning institute that will equip Christians with the biblical knowledge, leadership and ministry skills needed to address the complex and disruptive challenges at the workplace.

### **Summary of Position**

BGST is looking for a suitable candidate to fill the position of Manager, Marketing and Outreach (**MMO**). The MMO must share the vision and mission of the school. The incumbent's responsibility is to provide leadership for BGST's outreach initiatives so that it can support BGST's transformation into an institute of lifelong learning for Christian marketplace professionals.

He/ she will also engage both internal and external stakeholders, such as faculty, students, alumni, associate lecturers, educational partners, and vendors of BGST.

### **Key Roles and Responsibilities**

The MMO will provide leadership, plan, coordinate and implement:

- the branding of BGST and the marketing of her programmes and courses locally and in the region.
- BGST's fundraising campaigns.
- Partnerships



### **Qualification and Experience**

The candidate should be a degree holder who has a good knowledge of marketing, outreach, events, and project management:

- with at least 3-5 years of marketing and outreach experience; preferably in nonprofit institutions;
- with strong project/program planning, execution, and management knowhow;
- with creative problem-solving skills;
- who is a good team player and with strong inter-personal skills;
- who is detailed, and has good communication and writing skills.

The candidate should send his / her resume to [laipw@bgst.edu.sg](mailto:laipw@bgst.edu.sg) or the address indicated below.