

Beijing Director – Venture Education

Venture Education empowers international education in China. Headquartered in Beijing, Venture is an award-winning market intelligence consultancy with a diverse team of researchers, former educators, business specialists, and project leaders. Our clients include international governments, universities, and school groups, along with well-known global organisations.

As the Beijing Director at Venture, you will work directly with the Global Director to oversee implementation and daily operations. This position requires a strategic thinker with strong leadership skills and a hands-on approach to management. Your role will encompass client management, business development, research, and project management.

Responsibilities:

1. Leadership and Management

- Engage in strategic planning and set organisational goals and objectives
- Implement processes and systems to streamline operations
- Oversee the team and freelancers to foster a productive work culture

2. Client Engagement

- Manage and oversee client deliverables from start to finish
- Maintain positive relationships with all Venture stakeholders
- Handle additional bespoke consultancy requests
- Host events for educators, members, and schools in China

3. Business Development

- Attend events and engage with the global education community
- Proactively seek new opportunities, including writing proposals
- Support marketing and social media

4. Oversee Research

- Support research team on key research reports
- Lead future report briefings and workshops with clients, providing updated research findings to sustain meaningful member engagement
- Maintain a high-quality of writing and design across the organisation

5. Project Management

- Oversee key projects with clients and stakeholders
- Ensure deadlines are met and regularly check in with team members

Sister Organisations

Venture has two sister organisations, Sanderson Charles (in Hong Kong) and Schoolata (in London). This role will include regular engagement and joint projects with these organisations.

Who might be suitable for?

This list is not exhaustive, or exclusive, and we will consider all applications, but we met as a team and believe that the following factors are important:

- **Research:** You need to be a good researcher. But not only with academic experience. Our guides, social media, and reports are engaging, insightful and readable. If you can't write well, or aren't a great reader who understands our style, then all your other qualities will matter less.
- **Expertise:** You need to balance being commercially minded (essential) with being sensitive to the compassionate education ecosystem. In short, we need to make money to pay the bills, but will never make a decision that negatively impacts young people (or any people, for that matter).
- **Experience:** If you've worked in international schools or a university, that will really help. But likely more on the administrative side than as a teacher. The latter could also work, but with full awareness that we work B2B, rather than directly with students.
- **International:** All nationalities can apply, but keep in mind that a lot of our clients are international so excellent English is essential. If you went to school or university in a country that is not yours, that's a great sign that you'll understand our world. Good Chinese is a plus.
- **Charismatic:** A positive presence in the office and able to work in a very diverse international team. With a level of confidence that allows you to be assertive when necessary, and present in positively in public.
- **Collaborative:** While this is a leadership role, there is no room for autocrats in Venture. We are highly collaborative, appreciate humility (and humour), and have always appreciated each other's work ethic and drive.

Our Offer

Venture Education is a team that works effectively together. We like our workplace culture and we guess you will too. In addition:

Hours: 9am-6pm
Location: Sanlitun, Beijing
Start date: May 2025

If you've got this far, and this sounds like it might be the role for you, please email recruitment@ventureeducation.org with your CV and a short cover email that answers four questions: 1. How you heard about us 2. Why you are applying 3. What you like about Venture 4. Your dreams and ideas for how you could take it to the next level. Thank you.