



Job Advertisement

Head of Outreach

Opportunity for an exceptional candidate to be Head of Outreach, shaping the future of student recruitment, parental and institutional relationship and the general fundraising activities of an internationally acclaimed, quickly growing, innovative educational institution located in Budapest.

We are one of the best advanced education institutions in Europe, with a growing international network of educational institutions, NGOs and private corporations focusing on innovatively reviewing educational trajectories for our students and to offer new perspectives of education for the society-at-large.

The role

We are seeking an exceptional candidate as Head of Outreach, to work directly with the Director of Academic Studies to further enhance the visibility and network of Milestone Institute both in Hungary and abroad. The successful candidate will have the opportunity to grow with the institution and the programme. We will provide one-to-one support, and the opportunity to work creatively in one of the most innovative hubs in the education sector.

You will

- lead and represent the Institute's academic programmes to a variety of stakeholders, communicating to and informing them about the content and the outcomes of the Programme
- take responsibility for the strategic planning, execution and success of the Institute's student recruitment activities
- act as a key player in the Institute's external stakeholder management and fundraising activities
- Read the full Job Description [HERE](#).

Requirements

- C2 level English and Hungarian
- University degree.
- 1-2yrs project and people management experience
- 3-5yrs experience in customer management and/or sales
- 2-3yrs experience in the educational or the cultural sector



Milestone Institute offers:

- Competitive salary
- A welcoming team of highly-trained, motivated, collaborative colleagues
- Access to high-quality, regular professional development
- Opportunities to innovate in cooperation with colleagues across all departments of the Institute

How to apply:

Application is by CV and cover letter (including an indication of salary expectations, and response to the Question “Why would I take on the challenge of becoming the Head of Outreach?”).

Application Process and Timeline

Application is by motivation letter and Curriculum Vitae via the [application link here](#). The position is open until filled. Start Date: August 2023, a later start date can be negotiated. Shortlisted and unsuccessful candidates will be notified. Please keep in mind that applications will be weighed by a combination of the applicant’s profile and the Institute’s recruitment needs.

Child-Safe Recruitment

The Institute is committed to child safe recruitment, selection and screening practices and has a child safe recruitment policy in place. Thus, we require all applicants to undergo an extensive screening process prior to appointment and provide us with the necessary documents upon contracting (police check, reference person, written declaration). Please note, the Institute may refuse to employ, or terminate the employment of, any person who it reasonably believes may pose a risk to children. The successful applicant will be required to submit the following documents upon contracting:

- Self-declaration related to disciplinary offences relating to children;
- Local police check;
- Child Protection Training.

Diversity and Inclusion

Milestone Institute is an equal opportunity employer, seeking to recruit and support a broadly diverse community of faculty and staff. Milestone values and celebrates diversity in all its forms and strives to foster an inclusive culture built on respect that affirms inter-group relations and builds cohesion. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, religion, colour, national origin, age, sex, sexual orientation, disability status.