



# Digital Transformation Lead

## Job Description & Advert

<b>Position Title:</b>	Digital Transformation Lead
<b>Location:</b>	1077 Budapest, Wesselényi u. 17. (W17)
<b>Position Type:</b>	Full-time
<b>Reports to:</b>	CEO

### About Us:

Milestone Institute provides personalised education for secondary school students, an area in which we have fulfilled a leading role since our foundation in 2010. Our domestically developed, internationally recognised English-language programmes, delivered alongside secondary school, provide intellectual development and academic immersion, helping our students to find the academic area best suited to their interests and abilities so that they can become successful, independently thinking people. Our unique educational programmes were designed to nurture a community of future leaders who are committed to creating a competitive Hungary in the 21st century.

### Job Summary:

- We are looking for a senior professional who is confident in change management and leading digital transformation processes, while maintaining a "hands-on", builder mindset. We are not looking for a corporate executive delegating from an ivory tower, but an impact-driven leader who operationally engages in product management tasks. You will directly manage a small team, but you will need to handle a complex stakeholder network across various levels.
- The engine of our digital transformation is the awarded DIMOP grant, under which we are developing a widely accessible, AI-based career planning application.
- Our new colleague's primary task will be the product development leadership of this innovative application.
- Following the successful launch, the Digital Transformation Lead will step up as the Product Owner of our entire digital ecosystem, which includes our website (WordPress), CRM system (Salesforce), educational platform (Canvas), and our in-house developed AI-supported tools.



### Key Responsibilities:

- Full, "hands-on" management of the product development (Product Ownership) of the DIMOP-funded AI-based career planning application.
- Managing the expectations of various stakeholders (management, internal teams, external partners) and actively supporting organizational change management.
- Integrated execution of product owner, business analyst, and project manager tasks: gathering requirements, writing specifications, and backlog management.
- Coordinating the work of internal and external development teams and designers, ensuring quality, deadlines, and budget compliance.
- Mapping and optimizing existing processes, establishing the technical foundations for automation and data-driven decision-making.
- Later, aligning the entire digital ecosystem (WordPress, Salesforce, Canvas, AI tools) and creating a coherent, scalable digital infrastructure.

### We are looking for you if:

- You hold a university degree in an IT-related field.
- You have 5-8 years of experience in digital product or project management, or driving digital transformations.
- Language skills: C1 English & Hungarian
- You are confident in change management and stakeholder communication, but also thrive in an agile, SME-like environment.
- You have a "builder" attitude, navigate confidently through complex systems, and understand the steps to technologically implement business needs.
- You have experience with CRM systems (especially Salesforce), web platforms, and/or educational platforms.
- You are characterized by proactive, systemic thinking, and you envision your long-term future with us, potentially stepping into a Chief Digital Officer (CDO) role down the line.
- Ideally, you gained your experience in a digital agency or a technology-focused environment.

### Milestone Institute offers:

- Depending on seniority and experience monthly 1,1-1,4 m HUF / month gross salary + bonus
- Real, tangible impact: your work will shape the career paths of future talents.
- An exceptional, dog-friendly work environment in downtown Budapest with a progressive intellectual climate.
- A flexible, collaborative company culture and the provision of tools necessary for modern work.



### **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 to provide us with the necessary documents upon contracting (police check, reference person, written declaration). Please note that 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 regarding 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, ethnicity, national origin, religion, age, gender identity, sexual orientation, and disability status.