



Job Position: Manager- Events and Membership at IFCCI Pune

Requirement: Immediate

The Indo-French Chamber of Commerce and Industry (IFCCI) is a not for profit bilateral business Chamber that fosters and promotes mutually beneficial relations between India and France through channels of trade and industry. IFCCI is looking for a Manager, Events and Membership, based in Pune

Responsibilities include:

- **Plan and Execute all events for Pune**
 - Plan regular events in Pune (business, social networking, workshops).
 - Identify interesting topics, sponsors, speakers for each event.
 - Coordinate communication of events to members / non- members (if applicable).
 - Coordinate with speakers, invitees and sponsors.
 - Properly coordinate events organization – logistics, etc.
 - Manage the budget for each event as per the objectives assigned.
 - Coordinate all communication on social media and website.
- **Managing Membership**
 - Meet existing Pune-based members to understand their needs.
 - Business Development: enroll new members for the chapter as per objectives.
 - Overlook the expansion of the existing membership database contacts.
 - Generate Annual Sponsorship and retain existing ones.
 - Communication with members and non- members.
- **Advocacy**
 - Engage with the State Government officials for organizing meetings with French investors.
 - Develop relations with key French and Indian institutions.
- **Committees**
 - Drive and promote IFCCI committees in Pune.
 - Plan quarterly events and meetings for the committee members.
 - Manage relations with the chairmen of the committees.



Skills and Experience required:

- Graduate / post-graduate in Marketing/International Business.
- Minimum 3-5 years of work experience in event organization/business development.
- Excellent PR and communication skills.
- Excellent organisation skills.
- Managerial skills and experience.
- Team spirit.
- Autonomous.
- Attention to detail.
- Excellent written and spoken English. French is an advantage but not mandatory.
- Previous industry association experience is an advantage.

Compensation: Compensation will be commensurate with the candidate's ability and experience.

Job Timings: 9.00 am to 5.30 pm

Send your CV and cover letter in English to sapna.verma@ifcci.org.in

Please mention "Application for Pune Events & Membership Manager" in the subject line.