

ASSOCIATE DIRECTOR / DIRECTOR, WASHINGTON DC

Vriens & Partners is the leading government affairs and public policy consulting firm in Southeast Asia. We are headquartered in Singapore, with offices in Thailand, Vietnam, Indonesia, Malaysia, the Philippines, Myanmar, Cambodia, and Washington DC. We employ over 120 people of more than ten nationalities and offer our consultants a challenging and dynamic working environment and exposure to multiple sectors, in a growing advisory firm. Our clients include multinational corporations, business associations, and non-governmental organizations. We are seeking an Associate Director / Director to join our growing team in Washington, DC on a full-time basis.

Position:

The Associate Director / Director will lead and manage the firm's Washington, DC office, working closely with the Singapore-based leadership to strategize and execute the firm's business development, thought leadership, and client servicing in Washington, DC.

We expect the candidate to be a self-starter, a strong networker, a business development strategist, a skilled analyst, an insightful client manager, an organized project manager, with strong EQ, business sense, and cross-cultural skills. Key responsibilities include:

1. Spearheading the firm's business development strategy and activities in Washington, DC, including via proactive networking and outreach to business stakeholders, maintaining internal tracking documents, developing internal briefing documents, and coordinating with the firm's Singapore-based leadership on new opportunities. The Associate Director / Director will also be responsible for supporting firm leadership's agendas during their regular visits to Washington DC.
2. Managing the Washington DC team of consultants and advisors, building strong collaborative relationships with the firm's consultants across the region, and working closely with the firm's Singapore-based leadership to grow the firm's U.S. presence.
3. Maintaining a situational awareness of Washington-based discussions on Southeast Asia and the U.S. Government's foreign policy as it impacts Southeast Asia. The Associate Director / Director will drive the Washington DC office's collaboration with regional teams to develop this intelligence for both clients and internal discussions on a proactive and consistent basis.
4. Managing relationships with clients and business contacts, including managing or coordinating regional client projects and business development, in close coordination with firm leadership in Singapore and around Southeast Asia. This may include developing and executing engagement strategies with relevant U.S. and Southeast Asian government stakeholders in Washington, DC.

Qualifications:

- 8+ years' professional experience required, including 2+ years in Southeast Asia; experience in business development, government relations, and/or working on policy impact on commercial sectors preferred.
- Strong business and policy stakeholder networks relevant to Southeast Asia in Washington, DC.
- Strong understanding of government and economic systems and structures across Southeast Asia.
- Self-starter, strategic and highly driven to identify and pursue business growth opportunities.
- Excellent organizational skills and ability to handle multiple tasks, and strong attention to detail.
- First rate analytical writing, critical thinking, and sound judgment, particularly on foreign policy issues related to Southeast Asia, with a proven capacity to source privileged information, develop credible and nuanced political and policy analysis, and communicate effectively to a range of internal and external stakeholders.
- Bachelor's Degree in a related field, such as Political Science, Law, Journalism, Economics, or International Relations. An advanced degree is a value-add.

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Additional Information:

- Location: Washington, DC
- Schedule: Monday – Friday (full time), with understanding that flexible working hours over international time zones and weekend/urgent overtime work will be required on a periodic basis.
- Estimated Salary Range: USD 110,000 to 180,000 per year, subject to candidate's experience and expertise.

Interested candidates should send their applications to **careerswashington@vrienspartners.com** and indicate the position being applied for in the subject line. Please include a cover letter and current resume.

Please note that at this time the firm can only consider candidates who are eligible to work in the United States without an employer-sponsored visa.
