

Growth and Business Development Associate Position

What do you do when applying for the role?

If you align with what we do and how we do it and would like to join our team we would really like to hear from you. Please send us your CV, cover letter, and a portfolio (if you have one) or a demonstration of your work, or how you work. Please also see How To Apply below.

What we do and what it means if you join us?

At AGENCY we work with organisations and global businesses to design and implement new business solutions that drive value. Our work is at the intersection of product and service design, interaction design, environmental design, organisational transformation and business strategy and launch.

Our daily working life feels like a nimble start-up business yet we have established the types of benefits and project work that a larger business in our industry would offer too.

We start with understanding people to drive new innovative solutions and support the organisations we work with to get those ideas into the market. As designers, we are inherently optimistic, but we apply a high level of rigour that maintains the quality of our design impact.

AGENCY is now 5.5 years old. We are fast developing a reputation for defining some of the most cutting edge briefs in Singapore for the clients we work with. We pride ourselves on the manner in which we support the development of briefs that will bring the most value to our clients, their people and the people they serve. Examples from the last year - Envisioning a sense of place for a culturally significant precinct in Singapore by forming the principles and brief for space planning, architecture and experience design; The future of healthcare, as a model, as a well-designed experience, how it should necessarily evolve to impact the wellbeing of all involved.

We are creating a strong team of designers, business strategists, venture builders across the disciplines of product, engineering, environments, interaction, service, communications and business. If you join us we design our teams with the various disciplines that suit the problem we are looking to solve. The team will uncover key insights that define the strategy and execute the design to bring that strategy to life.

How the Business Development Associate plays a pivotal role that drives the growth of our business

The Business Development Associate plays a role with our Business Development Director and key business and design leaders in identifying inspiring, high-potential client relationships, programs and projects. You will also support the design of briefs that meet the needs of our clients, our community, and the AGENCY business.

The Business Development Associate showcases critical thinking, storytelling skills, and business know-how. The role of the Business Development Associate is to understand what our clients are asking for, what they really need, and how that overlaps with the value that AGENCY brings: our own craft, capabilities and business vision. At AGENCY we pride ourselves on supporting our clients so that we can craft engagements that bring the most impact for our clients and really activate the imagination and strengths of our AGENCY teams.

We are looking for someone who can support our content that supports briefs and legal documentation, so that we inspire the client management, client working teams and the AGENCY designers to do their best work.

Once you join you will:

- Communicate AGENCY's value in compelling ways: Business development is where AGENCY's design process, transformation expertise, business strategy and storytelling process commences.
- You will be supporting the scoping of project approaches, teams and fees that meet the client's objectives.
- Create systems to support how AGENCY does business development, making AGENCY work smarter, better and faster: qualifying leads, writing proposals, supporting and guiding relationships and communications with clients, and navigating the internal processes of scoping projects, managing procurement and legal processes and assigning teams are all critical to your supporting role.
- Produce and write proposals, supporting communications with clients, and navigating the internal processes of scoping projects, managing procurement and tender processes to fruition.
- To become a trusted point of contact in order to create the best opportunity for new leads to become booked work.
- Support how Agency gets to deep knowledge of the client's business and the issues they face: knowing what questions to ask, and push for.

Relevant experience:

- 3+ years of professional experience, with experience in Asia, preferably in a client-facing role.
- Client service skills. Experience in building meaningful, trust-based relationships with people inside and outside of an organisation. With a good consistent track record of supporting engagements
- Demonstrated supporting a pipeline of leads and creating opportunities to win great consulting and project work.
- The ability to multi-task and work efficiently and effectively in a dynamic, fast-paced environment
- Business and consulting savvy, with an ability to think strategically is a bonus
- Good presentation skills with a creative storytelling approach
- Excellent written and verbal communication skills
- Comfortable working in highly collaborative teams
- Adeptness at delivering high-quality documentation with time constraints
- Demonstrates a curiosity to make connections between diverse domains and sectors
- Self-starter who is open, curious, and passionate about engaging with new challenges
- Experience in facilitating, public speaking, consulting, and/or project management
- Good fluency in the language of the design thinking process
- A bonus, if the candidate has had experience working with development teams, as well as familiarity with the process of designing, building and launching design projects all the way through product launch.

How to apply

Email us at beebee@designingagency.com and include:

CV / Resume / Portfolio

A cover letter about why you think you're a good fit for the role

A list of projects you've worked on recently, for each describe the problem you faced and how you resolved it, and the impact on the project. Please clearly state your role in the project. (2 pages max)

Job Description - September 2022

In a few sentences, tell us about the most awesome thing you have designed in your career and why is it so awesome? And also what has inspired you recently?