

The World Economic Forum is an independent international organization committed to improving the state of the world by engaging leaders in partnerships to shape global, regional and industry agendas.

Incorporated as a foundation in 1971, and based in Geneva, Switzerland, the World Economic Forum is impartial and not-for-profit; it is tied to no political, partisan or national interests.

As a result of the successful growth of our organization we are now searching for a:

BUSINESS ENGAGEMENT MANAGER

You will be part of a growing team responsible for developing, managing and coordinating electronic communications for Forum activities and events. The position will require the successful candidate to assist in the development and management of a variety of campaigns designed to engage new participants and effectively continue to engage current Members. You will input into the overall planning, prepare and proofread copy, manage the approval process, identify targets, execute the release and analyse campaign performance across a range of issues and metrics. You will interface with multiple teams across the Forum.

You have a minimum of three years work experience in communications or marketing, preferably with specific knowledge of email and website marketing. You have a strong command of English – written and oral (English mother tongue preferred) and solid writing, communication and presentation skills. You ideally speak at least one other European language. You have proven computer skills, HTML knowledge and experience with databases. Experience with e-mail address database management, campaign analysis and testing would also be beneficial.

If you meet these requirements, please apply through our website:

www.weforum.org/careers.

This position is open to Swiss and EU nationals, as well as holders of a valid Swiss work permit.