**VACANCY NOTICE**

<table>
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<th>Position</th>
<th>Resource Specialist</th>
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<td>Vacancy No.</td>
<td>GIG/MKT/002/052022</td>
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<tr>
<td>Location</td>
<td>Remote</td>
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<tr>
<td>Employment Type</td>
<td>Part-time</td>
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<td>Start Date</td>
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Gateway International Group is seeking a part-time ambitious and entrepreneurial Resource Specialist, to support the rapid growth of our B2B & B2C sales pipeline for Gateway Resources including but not limited to the Gateway Jobs Board, Newsletter, Publications, Podcast, & Newsletter. The successful candidate will work remotely and will join a dynamic, international team focused obsessively on results. S/he will report to the Director of Marketing & Communication and be supported by an experienced senior team committed to next generation international higher education.

This is a great opportunity for an entrepreneurial individual with a passion for learning and development to play a part in global educational transformation. The Resources Specialist will be an ambitious researcher & sales professional who consistently beats targets and sets the agenda in her or his sector. S/he must be a driven self-starter; a data-savvy professional with great people and project management skills, and the ability to analyse an organisation, understand its needs and work with our world-class learning design team to scope and sell a solution.

Founded in 2020, Gateway International Group offers consulting services, programming support, and informative resources to higher education institutions and organizations around the world. By embracing diverse perspectives, encouraging new ideas, and challenging the status quo, Gateway provides a trusted and steadied hand in navigating the next generation of international education. Gateway is structured with three interrelated and mutually supporting divisions: Gateway Solutions, Gateway Learning, and Gateway Resources.

Gateway is managed by Dr. Anthony C. Ogden, a scholar-practitioner with over 25 years of senior leadership experience in international higher education. Gateway is supported by a highly professional team of 60 affiliates and associates with specific expertise in international higher education.
RESPONSIBILITIES & EXPECTATIONS

Reporting directly to the Director of Marketing & Communication, the person will generally commit 10-15 hours per week to overseeing all aspects of Gateway Resources and Jobs Board development efforts. This position will help to create and manage a sales pipeline and revenue goals for gateway services. Specific assignments will be determined on an individual’s background and qualifications, career interests and professional skills, but general duties involve:

Resources

➔ Ensure the Gateway Resource and Jobs Board platforms remain the “go to” opportunity platforms within International Education.
➔ Ensure the Gateway Resource and Jobs Board platforms remain the “most current” opportunity platforms within International Education.
➔ Research available job vacancies within International Education & showcase on our platforms.
➔ Identify impactful white papers, books, papers, articles, and podcasts to feature under our publications page.
➔ Keep track of C suite appointments within the industry and showcase them on the Recent Appointment section and on social media platforms.
➔ Respond to inquiries about Gateway services.

Business Development

➔ Represent the Gateway International Group brand to promote Gateway resources services to International Education practitioners, educational institutions, associations and service providers.
➔ Strengthen Gateway’s partner organisations and businesses globally.
➔ Work with Marketing to develop and grow the sales pipeline to consistently meet monthly and quarterly revenue goals.
➔ Identify and generate leads through networking, events, and business associations.
➔ Manage the full sales cycle including prospecting, contacting, nurturing and closing deals.
➔ Make presentations, negotiate and close deals with support from senior staff, as needed.
➔ Upsell Gateway’s products to existing clients.
➔ Work closely with the rest of the marketing team, to develop and improve on best practices & processes.
➔ Develop sales operational policies for the section and ensure streamline interaction with the rest of the organization.
➔ Researching, Identify and mapping out business strength and customer needs (SWOT analysis).

Content Development & Communication

➔ Curate communication content specifically for gateway resources for the specific target audiences.
→ Skill at real-time (immediate) content creation and distribution strategies and tactics.
→ The ability to think like an educator, intuitively understanding what the audience needs to know and how they want to consume it.
→ Increase audience engagement through social media updates.

SKILLS AND ATTRIBUTES:
→ Enthusiasm for Gateway’s mission and commitment to the next generation of international higher education.
→ Experience working in startup, entrepreneurial or high-growth environment (essential).
→ A self-motivated, results and goal-oriented team player
→ Market research ability.
→ Ability to generate new leads and relationships and systematically convert those leads
→ Clear and effective communicator – both written and verbal
→ Thrives in a fast-paced, start up and entrepreneurial environment
→ Direct experience working on client accounts
→ Be naturally inquisitive and resilient with an ability to articulate, listen and communicate effectively to identify customer needs along with providing customers with solutions to solve their concerns.
→ Strong English written and editorial skills.
→ Highly creative.
→ Documented success managing a full sales cycle (desired)
→ Comfortable working with Canva.
→ Experience updating a wordpress website.

EDUCATION AND EXPERIENCE:
→ A Bachelor’s degree
→ Higher Education work experience.
→ Master degree in International Education, International Affairs, International Business, or Learning and Innovation (Preferred)
→ Exposure to International Education (Preferred)
→ 1 year of business development experience (Preferred)
→ USA based tertiary education qualification (A must have)

COMPENSATION
The Resource Specialist will be remunerated at USD$15 per hour wage. Plus an attached commission rate based on the service type. This is an at-will, remote position.
APPLICATIONS
Expressions of interest should include a resume and cover letter demonstrating how your skills align to the highlighted responsibilities and expectations; and availability for part-time work of this nature.
Submit your application to dsindiga@gatewayinternational.org quoting the job role on the subject.

CONFIDENTIALITY & EXCLUSIVITY
All Gateway personnel are asked to sign an agreement that outlines issues related to non-disclosure, non-compete, and confidentiality. The agreement also clarifies that confidentiality and non-disclosure shall survive the termination of employment.