



## Recruitment Lead

### About ESAE

The European Society of Association Executives (ESAE) is the leading organisation in Europe bringing Association professionals together. ESAE will be launching the **Executive Master's in International Association Management (EMIAM)** powered by Solvay Brussels School in January 2027.

### The Role

ESAE is looking for a **Recruitment Lead**. The successful candidate's responsibility will be to promote the programme, to own the recruitment pipeline from lead generation to enrolment, and to contribute to achieving the programme's recruitment targets. They will ensure the quality of the prospects and candidate experience and a smooth running of the enrolment process.

This is a **part-time** position, the remuneration of which will be negotiated based on previous experience.

(Approximately 3 days per month between August 2026 and programme launch.)

### Key Responsibilities:

- **Recruitment & Business Development.** Lead the recruitment of learners by deploying a structured prospection strategy, for converting leads into applicants and applicants into participants
- Provide personalised support to prospective learners throughout the admissions process, by presenting detailed information about programmes, admission requirements, curricula, and career opportunities
- Guide applicants through the application process, including document submission and deadline management.
- Organise information sessions, online and onsite.
- CRM/pipeline design and management
- Coordinate with the ESAE team for the production of surveys and leads, as well as information material.
- Coordinate and support a network of EMIAM alumni and programme stakeholders involved in candidate outreach and information discussions.



## Profile

- A bachelor's degree in Sales, Business Development or a related field
- 3-6 years of related work experience
- Strong relationship-building skills and experience engaging with senior professionals and decision-makers. Experience in post-graduate education is a strong asset
- Ability to work independently and collaboratively
- Strong written and verbal communication skills in English (additional languages are an asset).
- Comfortable managing multiple projects and channels simultaneously
- Strong organisational skills and attention to detail
- Being Brussels-based is a strong asset

## What ESAE Offers

- A dynamic role in a European and international environment.
- Access to a vast network of Association Leaders
- Close collaboration with key stakeholders.

Please send your CV and cover letter to [info@esae.eu](mailto:info@esae.eu) by 8 July 2026, mentioning in the subject line: **EMIAM26 Application – Name Surname**

Applications will be reviewed on a rolling basis, with the role starting in August 2026.