

## Job Description

<b>Job Title:</b>	<b>Business Development Associate</b>	<b>Reports To:</b>	<b>Managing Partners</b>
<b>Department/Group:</b>	Communications & Public Affairs	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Ho Chi Minh	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	Negotiable	<b>Position Type:</b>	Full-time
<b>HR Contact:</b>	Lucy Hoang <a href="mailto:lucy.hoang@clickableasia.com">lucy.hoang@clickableasia.com</a>	<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>	No	<b>Posting Expires:</b>	August 15, 2025

To apply, please email [careers@clickableasia.com](mailto:careers@clickableasia.com), attaching your CV and cover letter. This position will not sponsor a visa or work permit.

Clickable Impact is a 25-person, mission-led consulting firm that helps clients across Asia contribute to green and inclusive growth. We manage large contracts for the Asian Development Bank, World Bank Group, and other leaders in development finance. Our size enables us to be agile, yet our work drives significant agendas in decarbonization, climate resilience, sustainable tourism, and social enterprise.

As Business Development Associate (BDA), you will work side-by-side with the Managing Partner — the founder who grew our firm from a two-person start-up into a trusted regional advisor. Your coordination skills will keep our business-development engine running smoothly, and your contributions will have a tangible impact on business performance.

### JOB RESPONSIBILITIES:

Your time will focus on two areas:

#### 1. Coordinating growth activities (80%)

- Coordinate a business development program with consulting leads that aims to maintain an active pipeline value commensurate with the company's growth targets.
- Prepare newsletters and social media posts, collecting content and insights from across the team.
- Coordinate company visibility at events and in the media.
- Track tenders, screen opportunities, and keep our pipeline up to date.
- Coordinate proposal processes in close collaboration with consulting leads, setting timelines and responsibilities, and collecting documents.
- Co-design Airtable CRM, and work across the team to keep it up to date.
- Analyze pipeline data and recommend course corrections and strategies.

## **2. Supporting executive operations (20%)**

- Support the Managing Partner where Vietnamese language skills are critical to success, including screening calls, handling communication with building staff, conducting local language research, and procuring local products and services.
- Manage the Managing Partner's correspondence with our Hanoi office, printing and securing his signature on documents.

### **How we will measure success**

- A healthy pipeline commensurate with growth targets.
- CRM deployed and kept 90% complete and current.
- Proposals delivered 95% on time with zero compliance errors.
- A rolling win-rate of 30% (or better) on competitive tenders.

### **THE EXPERIENCE AND SKILLS WE VALUE**

- 3–5 years in business development or account support inside a consulting firm, advertising or PR agency, or similar professional-services company.
- Professional fluency in English; native-level Vietnamese.
- Ability to write social media content in English.
- Experience in proposals and tendering processes.
- Hands-on experience with at least one CRM (Airtable, HubSpot, Salesforce, or similar) and the Microsoft 365 suite.
- Skill at leveraging generative AI tools, and the judgment to use them appropriately.
- Proven ability to juggle many moving parts, meet deadlines, and keep colleagues organized.

### **WHAT WE OFFER**

- Direct mentorship from the Managing Partner and a front row seat to decisions.
- A gross salary of 20–28 million VND per month based on experience.
- A close-knit, purpose-driven culture where your voice matters.
- The opportunity to grow your career in a highly dynamic environment.

### **How to apply**

Send your English CV and a one-page cover letter to [careers@clickableasia.com](mailto:careers@clickableasia.com) with the subject line “BDA – Your Name”. In your letter, describe one business development win you helped create and the steps you took.

We review applications as they arrive. The selection process includes:

- A short screening call (culture fit and career goals).
- A 48-hour case exercise where you qualify a real RFP and outline a pursuit plan.
- A final interview with the Managing Partner and Chief of Staff.

The full process takes about four weeks. We look forward to meeting teammates who share



our passion for sustainable progress—and who are ready to build the next chapter of their career at Clickable Impact.