

Asia Society Career Opportunity

Location: New York

Position: Assistant Director, Policy Studies (Grade 7) – Code FY122

Posted: 12/2/10

Purpose:

The Assistant Director is a key member of the Policy Studies team and is responsible for managing the department's day-to-day activities. In close coordination with the Director, he/she manages the development, implementation, budgeting, and evaluation of projects/initiatives, including task forces, working groups, roundtables, and dialogues. He/she also plays a key role representing the Policy Studies department within Asia Society and externally. The Assistant Director is a grant-funded position.

Responsibilities:

- **Planning and Development**
 - Assist in creating goals, strategies and quantifiable measures for all Policy Studies projects
 - Collaborate on the development of new and current projects, including researching and vetting areas of work
 - Develop and implement work plans and systems
 - Work with others in the organization on impact assessments that tie to budgeting and planning
- **Project Management**
 - Develop and manage task forces, study groups, dialogues and other Policy Studies activities as assigned (current areas of focus include Afghanistan, Pakistan, India, Burma/Myanmar, and Iran, water security, food security, climate change, and energy security)
 - Oversee research in support of the department's projects, including monitoring and analyzing external information resources
 - Manage the department's publications, including task force/study group reports, op-eds, blog posts, etc., and content on the Asia Society website
 - Coordinate plans for strategic communications, knowledge management, marketing and outreach efforts via traditional media and social media in support of projects
 - Develop and maintain relations/collaborations with policy, nongovernmental, educational, and philanthropic organizations in the U.S. and Asia in support of the department's projects
 - Represent Asia Society at meetings and conferences and deliver presentations on the Department's projects as assigned
 - Assist in managing project staff, consultants, and workflow

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WORLD HEADQUARTERS:
725 Park Avenue
New York, NY 10021-5088
Phone 212.288.6400
Fax 212.517.8315

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- **Organizational Communications**
 - Act as a coordinator within the department to share information across the organization and arrange deliverables related to Policy Studies plans, goals, and timelines
 - Attend relevant program and organizational planning meetings
 - Prepare and/or give presentations as appropriate
- **Budget Management**
 - Manage department budgets; prepare annual budgets for review by the Director; monitor monthly financial reports
 - Manage all invoices, reimbursements, and consultants' billing for approval by the Director
- **Fundraising**
 - Collaborate with External Affairs team on funders and projects
 - Administer existing grants; Track grant reporting deadlines; Oversee preparation of narrative reports and prepare financial reports
 - Develop/write grant proposals; Prepare financial data required for submission of new grants; Clarify and sharpen proposal goals and deliverables and translate into a budget
- Other duties as assigned

Requirements:

- Masters Degree in relevant discipline
- At least 5-6 years demonstrated experience, preferably in project planning and management
- Knowledge of US-Asia affairs and related foreign policy issues
- Outstanding analytical, verbal, written, and overall communications skills
- Proven organizational skills, with a strong ability to set priorities, manage multiple tasks, and think creatively
- Strong ability to exercise independent judgment
- Prior supervisory experience preferred
- Good team player with positive attitude and sense of humor
- Strong ability to interact with the public and high-level individuals and work collaboratively with diverse constituencies
- Proficiency in Microsoft Office and Raiser's Edge; image, video, and audio editing experience a plus

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How to apply:

For positions in New York, please email your cover letter and resume indicating position reference code and salary requirements to: PolicyStudiesJobs@asiasociety.org. Indicate job title in the subject line. Resumes without cover letters will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Please regard your resume as having been received unless your email is bounced back.

Thank you for your interest in the position and Asia Society. Please subscribe to our online newsletters and receive information about Asia Society's programs and activities: <http://asiasociety.org/email-newsletter-signup>

The Asia Society is an equal-opportunity employer.

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