

# Asia Society Career Opportunity

**Location:** New York  
**Position:** Stewardship and Development Manager (Grade 5) —  
Code 1417

## **Purpose:**

The Stewardship and Development Manager will work closely with the Executive Director, External Affairs Operations and key development staff to determine the best strategies for effective stewardship of donors. This will be accomplished through collaborative and creative initiatives while effectively engaging and stewarding existing and potential major donors. In partnership with development staff, the Stewardship and Development Manager will facilitate cultivation efforts and through donor relationship management and financial reporting.

## **Responsibilities:**

- Assist the Executive Director in formulating targeted Stewardship strategies;
- Manage pledges and gift administration through timely reporting and follow up through personalized correspondence, including tax receipts, thank-you notes, pledge forms and reminder notices;
- Coordinate with relevant internal and external parties to fulfill the terms and conditions of gifts in accordance with the donor's intentions. Ensure donors are properly credited and recognized on all applicable materials, including but not limited to invitations, brochures, signage, other;
- Write comprehensive narratives and financial summary reports on the activities and impact achieved from endowment gifts and major support for exhibitions, programs, and strategic initiatives;
- Plan and implement targeted and thoughtful stewardship efforts including campaign and donor recognition strategies and protocol in coordination with fundraising staff to keep donors engaged and connected to the Society;
- Document stewardship and development processes; update procedures and assist in developing and implementing policies;
- Collaborate with the fundraising staff to ensure gift administration and donor recognition activities are executed. Utilize Raiser's Edge database system to manage donor information, acknowledge and track major gift commitments, and generate financial reports, lists and queries. Present data to senior leadership in a useful and analytical way to drive fundraising strategies;



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**WORLD HEADQUARTERS:**  
725 Park Avenue  
New York, NY 10021-5088  
Phone 212.288.6400  
Fax 212.517.8315  
[www.asiasociety.org](http://www.asiasociety.org)

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- Other tasks as assigned.

### Qualifications:

- Bachelor's degree and 2-3 years previous development and fundraising experience required;
- Exceptional written and verbal communication skills;
- Attention to detail;
- Ability to adapt and thrive in a dynamic, fast-paced environment;
- Flexibility to effectively work within a team, as well as independently;
- Database management experience, Raiser's Edge preferred;
- Computer literacy: Microsoft Office/Word/Excel.

### Competencies:

- Professionalism: Professional competencies in the related field of work; conscientious and efficient in meeting commitments, observing deadlines and achieving results; able to work independently with minimum supervision; ability to operate in compliance with organizational rules and regulations policies; good judgment, tact and discretion;
- Planning and Organizing: Ability to plan and organize own work in accordance and alignment to organizational and departmental; work program; good organizational skills;
- Communication: Excellent writing skills and ability to communicate with people from different backgrounds;
- Teamwork: Very good interpersonal skills; flexibility and demonstrated ability to work in a multicultural environment;
- Technological awareness: Ability to apply technological tools relevant to the job and to keep abreast of developments in the profession;
- Client orientation: Skillful in identifying clients' needs; establishing and maintaining effective relationships with internal and external stakeholders;
- Decision-making: Ability to make sound and timely decisions.

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## Asia Society Career Opportunity

### How to apply:

Please email your cover letter and resume, indicating position reference code 1417 and salary requirements, to:

[externalaffairsjobs@asiasociety.org](mailto:externalaffairsjobs@asiasociety.org)

Indicate job title and job code 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.

*Asia Society is an equal-opportunity employer.*

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