

Asia Society Career Opportunity

Location: New York

Position: Executive Associate, Education (Grade 6) — Code 1418

Application Deadline: June 30, 2014

Purpose:

The Executive Associate is a part of the team overseeing an effort to develop globally competent graduates and young adults prepared to inspire, lead and participate in a global economy and society. This position has particular responsibility for administrative coordination of the department, managing and executing the department's fundraising, research and prospects, providing key support in areas of operations and strategic planning, and facilitating marketing and communication efforts.

Responsibilities:

Administrative Lead:

- Act as the central point of contact and organizational force for the Education department, creating or supporting new systems for a dynamic, growing organization.
- Support the preparation of the Education budget, monitor expenditures monthly.
- Provide overall administrative support for the Directors in Education, including scheduling, making travel arrangements, monitoring and drafting correspondence as requested.
- Support the team's virtual work environment, including strategizing and implementing solutions for online collaboration.
- Responsible for systems to support invoices, reimbursements and check processing; oversight of paper flow and general office management.
- Provide administrative support for meetings and events for the Education division, including arranging meetings on- and off-site, assist in conference preparations as needed.
- Oversee public events as needed, including managing invite lists, drafting invitations, collaborating with other teams and event staff.
- Respond to administrative requests from other offices in the Asia Society.

Fundraising and Prospecting:

Working with colleagues:

- Manage departmental fundraising process, including strategy setting along with others on the team.
- Implement systems for organizing and tracking funders from initial research to stewardship of current funders.

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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

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- Undergo training in RE if needed and regularly update information in the system.
- Assist with grant administration and contact with funders, including research on funding opportunities, drafting portions of proposals and reports and crafting budgets.
- Coordinate regularly with External Affairs on Education and Leadership fundraising, including coordination and support of fundraising events.
- Prepare fundraising materials (PowerPoint presentations, meeting materials, correspondence, etc.) and follow-up tasks.
- Coordinate with others across the department to maintain departmental impact statistics for use in fundraising materials.

Operations and Strategic Planning:

- Support departmental strategic planning and goal setting processes, including 360 reviews, norm setting, metrics, and results frameworks.

Communications Support:

- Prepare meeting/conference materials (PowerPoint presentations, conference materials, correspondence, etc.) and follow-up tasks.
- Manage speaking engagements for Education department. Research opportunities, build RFPs, collaborate with the speakers and others on the Education team to support presentation development, branding and oversee supplies of marketing materials delivered to speakers.
- Manage dissemination of Education's published and promotional materials, including compiling or querying lists, as pertains to speaking opportunities and events.
- Other duties as assigned.

Qualifications:

- Bachelor's degree and 3-4 years of work experience, preferable working with senior management in corporate or nonprofit setting and/or in fundraising, operations, marketing.
- Excellent writing skills.
- Experience and interest in communications and marketing.
- Proficient in MS Word, Excel, PowerPoint, and Outlook; experience with Raisers Edge preferred.
- Time management skills.

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Competencies:

- Mission fit is important. You must be
 - committed to our educational mission of global competence for all students ([read more here](#));
 - willing to complete all tasks, no matter how small, to the best of your ability;
 - ready to participate in a smart and high-performing team;
 - willing to wrestle with complex ideas;
 - eager to contribute ideas large and small.
- A team player with a pleasant attitude and professional demeanor.
- Detail-oriented, thorough, and efficient.
- Able to communicate and collaborate effectively using appropriate communication strategies.
- Effective at multi-tasking and overseeing numerous projects at once, moving more than one forward simultaneously toward successful completion.
- Be flexible in a changing environment—comfort with ambiguity is important.
- Be able to take initiative and take direction.
- Interested in growth and development in the position

How to apply:

For positions in New York, please email your cover letter and resume, indicating position reference code 1418 and salary requirements, to:

educationjobs@asiasociety.org

Indicate job title and job code in the subject line. **Please indicate if now or in the future you will require sponsorship for an immigration-related employment benefit.** 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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