

Asia Society Career Opportunity

Location: Northern California Center

Position: Assistant Director for Programs (Grade 7)—Code 1421

Application Deadline: September 12, 2014

The Assistant Director of Programs oversees the development, coordination, and execution of the Center's programs and events. Reporting to the Associate Director, the Assistant Director of Programs utilizes his/her deep understanding of Asia, the U.S., and Asian American issues along with project management expertise to assist with managing the day-to-day operations of the Programs Department, including event planning, public relations, and fundraising activities.

RESPONSIBILITIES:

Program Development

- Working with the senior staff, assist with developing strategy for Programs department to bring high-quality initiatives, programs, and public events to advance Asia Society's mission in the Bay Area community and beyond
- Provide intellectual and substantive leadership on priority programs/initiatives at ASNC in business/finance, sustainability, policy, Asian-American issues, arts and culture, and others
- Deepen strategic partnerships and conduct regular and frequent outreach in the community and with other organizations (e.g. non-profits, private sector, academia, etc.) to advance ASNC's program goals
- Develop marketing strategy and promotional materials for program/initiatives with goal of raising ASNC's profile in the community and attendance at events

Project Management

- Working with the Associate Director and Director of Development, contribute to developing fundraising strategy, prospect research, donor cultivation, and drafting grant and sponsorship proposals to support programs and initiatives
- Assist with overseeing Program department budget, including tracking and reporting on program grants and sponsorships, expenses, invoicing, and vendor relations
- Assist with managing resources to ensure successful completion of programs and projects, including delegating, assigning, and tracking Program Associate tasks/assignments; also oversee consultants, interns, and volunteers where appropriate

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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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Program Execution

- In collaboration with the Program Associate, manage and oversee all program logistics, including issuing invitations and all correspondence, managing guest speakers, and securing venue and A/V needs
- Manage all on-site logistics at public and private events; liaise with high-level participants, Asia Society Board and Trustees, Asia Society members, and the general public
- Other duties as assigned

QUALIFICATIONS:

- Advanced degree in business, finance, public policy, international relations, cultural studies with a focus on Asia and/or U.S.-Asia relations
- At least 5-6 years of progressive experience in a related field; demonstrated experience and knowledge working on Asia and/or U.S.-Asia relations and in program management preferred
- Exceptional written and verbal communications skills with attention to detail
- Adept at building relationships with community partners and interacting with high-level figures in the Bay Area community; knowledge of organizations inside/outside Bay Area desirable
- Experience in managing people and projects to ensure timely completion of deliverables highly desirable
- Strong organizational skills, with the ability to multi-task in a high-paced environment
- Knowledge of web and social media marketing; proficient in Microsoft Office, with knowledge of design software desirable
- Availability for evening events required, and travel in the U.S., to Asia, and elsewhere may also be required

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 policies; good judgment, tact and discretion;
- **Planning and organizing:** Ability to plan and organize own work in accordance and alignment to organizational and departmental goals; good organizational skills;
- **Communication:** Very good skills in communicating with people from different backgrounds;
- **Teamwork:** Very good interpersonal skills; flexibility and demonstrated

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- 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.

HOW TO APPLY:

Please read application instructions carefully. Email 1) cover letter, 2) resume, and 3) writing sample (3-5 pages max) to:

sfjobs@asiasociety.org

Indicate job title and job code 1421 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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