

Asia Society Career Opportunity

Location: New York

Position: Executive Director, Foundation and Government Programs (Grade 10) – Code 1423

Application Deadline: August 1, 2014

The opportunity to create partnerships with and raise funds from Foundation and Government entities is a strategic priority for Asia Society. This position will captain our strategy in this area for a portfolio of key priority programs and initiatives and be responsible for the creation of partnerships and the execution of grant writing activities, supported by a grant writing team, across the pillars of public policy, education, and arts and culture. The ideal candidate will have a proven track record of either fundraising success from institutional or corporate foundations, or as a senior staff member at a foundation that conducts significant grant making activities.



RESPONSIBILITIES:

Essential responsibilities will include:

- Working with the Managing Director of External Affairs and the Office of the President to identify key priority programs and initiatives to seek foundation and government partnerships and funding for.
- Develop the funding strategy for these priority programs and initiatives; oversee development of engagement with potential foundations and government partners to expand Asia Society's reach to new funding sources, including institutional foundations, corporate foundations, and government sources (U.S. and international).
- Direct responsibility for managing relationships with foundation program officers involved with priority program and initiatives; communicate effectively with these officers and organize and support site visits to Asia Society when needed.
- Work with program teams and other stakeholders to capture key program and initiative detail that will be included in proposal development.
- Manage grant writing team; make assignments for proposal development, delivery, and response tracking. Manage overall grant pursuit and implementation calendar and capture grant pursuit and receipt information carefully in our fundraising database.
- Develop and execute the stewardship and reporting process for all grants received, supported by the grant writing team.

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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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- Other duties as assigned.

QUALIFICATIONS:

- Seven to nine years of experience fundraising from foundation and/or government entities, or serving in a role at such an institution that was involved in grant activities.
- Demonstrated track record of successful fundraising with foundation and/or government entities. Experience with fundraising from corporate foundations is a plus.
- Experience (ideal) or understanding of working in a matrixed environment; ability to work effectively with multiple teams and leaders and strong interpersonal skills.
- Master's degree preferred with educational background or experience in Asian affairs and/or a key Asia Society pillar of education, art and culture, and/or public policy.
- Ability to express enthusiasm for and strong articulation of Asia Society institutional accomplishments and goals.
- Demonstrated ability to direct work of staff, work effectively under pressure, set clear priorities, and manage multiple tasks/activities simultaneously.
- Competency in one Asian language highly desirable, but not required.
- Ability to travel domestically and internationally on occasion.
- Excellent communication skills important (verbal and written), strong research skills needed. Familiarity with Raiser's Edge a plus.

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;

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- *Communication:* Very good skills in communicating with people from different backgrounds;

HOW TO APPLY:

For positions in New York, please email your cover letter and resume indicating position reference code 1423 and salary requirements to:

efoundationgovernmentjob@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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