

Asia Society Career Opportunity

Location: New York

Position: Director of Corporate Relations (Grade 9)—Code 1507

Application Deadline: October 31, 2014

Purpose:

Corporate relationships are critical to the impact that Asia Society can expect to have in the world and to the effectiveness of our global footprint. The Director of Corporate Relations will lead the charge on Asia Society's corporate fundraising effort, targeting both current members and prospective companies and corporate foundations for membership on our Business Council and for investments in key programmatic initiatives. Supported by a Membership Manager, the Director will also supervise and ensure effective membership management and stewardship of our corporate members and programmatic partnerships. The Director will have his or her main fundraising footprint in New York, but with a goal to develop global corporate memberships and partnerships that will involve all eleven of our Asia Society Centers in the United States and Asia.

Responsibilities:

- Owns a \$1.4M fundraising number for unrestricted corporate support per year at Asia Society New York (5% annual growth of target is typical).
- Steward current corporate members to ensure a strong experience at Asia Society; maintain corporate member interest profiles and communicate engagement opportunities effectively.
- Develop and maintain list of prospects for corporate membership and partnerships around key fundraising initiatives; engage prospects in well-planned and executed cultivation activities.
- Develop cultivation strategy for corporate prospects; plan and execute strategy effectively to ensure 50% conversion rate or higher from prospect list.
- Update corporate benefits strategy annually to ensure that benefits address the market needs and corporate interests for association with Asia Society; identify creative ways to drive corporate memberships and partnerships.
- Research, write, and pitch specific project membership and other funding proposals in a timely and organized fashion, conducting follow-up as appropriate with target companies.
- Manage the annual renewal and reporting process for all Asia Society New York Corporate Members and Sponsors, as well as Global Corporate Memberships for which New York is the stewardship manager.
- Coordinate with other Asia Society Centers to develop and ensure effective policies around Global Corporate Membership prospecting and solicitation.

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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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- Meet regularly with program colleagues at Asia Society to understand status of priority programs in need of funding, and maintain corporate component on all cultivation and solicitation tracking efforts.
- Research prospective sponsor companies to gain a detailed understanding of their funding priorities on an annual basis and to identify the kinds of programs they are interested in funding.
- Supervise Membership Manager; develop clear plan of responsibilities and oversee execution of those efforts.
- Other duties as assigned.

QUALIFICATIONS:

- College degree and 7-9 years relevant work experience.
- Highly motivated, takes initiative, strong interpersonal skills.
- Proven success in making solicitations – whether in sales, fundraising, coalition development, or other, similar type of effort.
- Strong communication skills – both verbal and written.
- Knowledge of and interest in Asia, and companies with interests in Asia.
- Corporate experience or a long track record of working with corporate entities in a similar role highly preferred.
- Experience working with senior-level constituents – business executives, Board members, etc. – preferred.
- Some prior supervisory experience helpful.
- Proficiency with Microsoft Office Suite; strong database and record keeping skills; familiarity with Excel and Fundraising information systems preferred.

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 organization 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;
- *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.

HOW TO APPLY:

For positions in New York, please email your cover letter and resume, indicating position reference code 1507 and salary requirements, to:

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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