

Asia Society Career Opportunity

Location: New York

Position: Executive Associate, Office of External Affairs (Grade 6) —Code 1505

Application Deadline: October 10, 2014

External Affairs plays a crucial role in the fundraising and constituency management of Asia Society, and the Executive Associate is a critical contributor to this effort. The Executive Associate has the exciting and unique opportunity to have both an external and internal organizational focus. The Associate will support the Managing Director, External Affairs (“MD”) in the Department’s day-to-day operational activities. The person will be a key facilitator in the communication and interaction among the Managing Director, the broader External Affairs team, and all programmatic teams at Asia Society. The Associate will also liaise with Asia Society external communities—from Trustees to members to VIP guests and others—to develop cultivation and stewardship activities for our fundraising efforts, as well as have the opportunity to support those activities and events.

Duties and responsibilities:

Administration

- Serve as central information POC for External Affairs team, coordinating key meetings and communications for the Managing Director and EA team members;
- Manage the MD’s calendar by scheduling external and internal meetings, conference calls, and making travel arrangements;
- Provide support to the Department’s Executive Directors (3) and others as appropriate;
- Monitor the department’s budget and assist with expense processing for the Managing Director and Executive Directors.

Events and Special Projects

- Support all External Affairs events;
- Coordinate and oversee special projects and meetings with the President’s Office, relevant officers, staff and Trustees;
- Assist in stewardship, cultivation and special events, as required, ensuring compliance and adherence to established policies and procedures;

Development and Stewardship Activities

- Conduct research on current and prospective Asia Society donors to assist in developing event invitation lists;
- Inform and maximize systems’ utilization by effectively using Raiser’s Edge to enter data, research and information, as well as produce needed reports;



HONG KONG
HOUSTON
LOS ANGELES
MANILA
MELBOURNE
MUMBAI
NEW YORK
SAN FRANCISCO
SEOUL
SHANGHAI
WASHINGTON D.C.

WORLD HEADQUARTERS:
725 Park Avenue
New York, NY 10021-5088
Phone 212.288.6400
Fax 212.517.8315
www.asiasociety.org

Asia Society Career Opportunity

- Assist in financial administration; expenditure monitoring and reporting in collaboration with the relevant units;
- Other duties as assigned.

Qualifications:

- Bachelor's degree and 3-4 years of relevant administrative experience required;
- Excellent written and oral communications skills;
- Experience in working in a fast-paced and dynamic environment;
- Advanced Microsoft Office Suite knowledge; Prezi skills desired;
- Interest and ability to learn diverse software applications;
- Database management experience preferred;
- Knowledge of and interest in Asia 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 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;

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.

Asia
Society



HONG KONG
HOUSTON
LOS ANGELES
MANILA
MELBOURNE
MUMBAI
NEW YORK
SAN FRANCISCO
SEOUL
SHANGHAI
WASHINGTON D.C.

WORLD HEADQUARTERS:
725 Park Avenue
New York, NY 10021-5088
Phone 212.288.6400
Fax 212.517.8315
www.asiasociety.org

Asia Society Career Opportunity

How to apply:

For positions in New York, please email your cover letter and resume, indicating position reference code 1505 and salary requirements, to:

externalaffairsjobsjobs@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.

Asia
Society



HONG KONG
HOUSTON
LOS ANGELES
MANILA
MELBOURNE
MUMBAI
NEW YORK
SAN FRANCISCO
SEOUL
SHANGHAI
WASHINGTON D.C.

WORLD HEADQUARTERS:
725 Park Avenue
New York, NY 10021-5088
Phone 212.288.6400
Fax 212.517.8315
www.asiasociety.org