

## Asia Society Career Opportunity

**Location:** San Francisco

**Position:** Program Manager, Sustainability (Grade 6)—Code 1509

**Application Deadline:** February 13, 2015

### Purpose:

Asia Society Northern California is seeking a Program Manager to oversee sustainability programs at the Center and manage the Asia Society's flagship Pacific Cities Sustainability Initiative (PCSI), which aims to foster long-term collaboration, dialogue, and the sharing of best practices among various stakeholders in the U.S. and across Asia to address urban sustainability challenges around the Pacific Rim. S/he will also develop and oversee new and existing partnerships associated with the Initiative.

### Responsibilities:

#### *Program Planning and Development*

- Reporting to the Associate Director, oversee program planning and development of ASNC's programming focused on sustainability in Asia and the United States, such as public events, roundtables, workshops, forums, and other activities.
- Lead the development and management of new and current projects, including researching and vetting areas of focus; conceptualize and lead local (Bay Area) public programs on topics related to PCSI or on sustainability more generally.
- Assist in creating goals, strategies, and metrics for sustainability-related programs and initiatives.
- Manage all aspects of the Asia Society's PCSI initiative, which brings together global leaders in business, government, and academia working in the field of urban sustainability from a range of fields and industries, including architecture, technology, energy, transportation, and infrastructure, among many others, for presentation of case studies, dialogue, and collaboration.
- Develop and implement work plans and systems with Asia Society staff that links program planning and fundraising goals.
- As necessary, support Programs Department with developing and implementing other ASNC programming and initiatives.

Asia  
Society



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

GLOBAL HEADQUARTERS  
725 Park Avenue  
New York, NY 10021-5088  
Phone 212.288.6400  
Fax 212.517.8315  
[www.AsiaSociety.org](http://www.AsiaSociety.org)



### *Project Management*

- Oversee research in support of programs and initiatives.
- Coordinate the sharing of information across Asia Society's global centers and arrange deliverables related to program and initiative plans, goals, and timelines.
- Develop and maintain relations with key project partners, including the Urban Land Institute (a PCSI partner), and other policy, the private sector, nongovernmental, educational, and philanthropic organizations in the U.S. and Asia.
- Represent Asia Society at meetings and conferences and prepare/deliver presentations.
- Organize and attend relevant program and planning meetings.
- Coordinate plans for strategic communications and marketing and outreach efforts via traditional media and social media.
- Solicit, recruit, and manage Sustainability Program interns.

### *Fundraising and Budget Management*

- Collaborate with Development staff on developing and implementing fundraising strategy, including grants and donor solicitations.
- Administer and manage existing grants/sponsorships; track reporting deadlines; and oversee preparation of narrative and financial reports.
- Develop/write grants/sponsorship proposals; prepare financial data required for submission of new grants/sponsorships; and clarify and sharpen proposal goals and deliverables and translate into a budget.
- Manage PCSI budget and monitor financial reports to ensure revenue and expense targets are met.
- Manage all invoices, reimbursements, and billing for approval by the Associate Director.

Other duties as assigned.

### **QUALIFICATIONS:**

- Advanced degree in a relevant field and 4-5 years' work experience in program conceptualization and project management preferred.
- Strong background in sustainability and environment, as well as Asian and international affairs.
- Experience in nonprofit management, including fundraising, institution-building, developing partnerships, and public/media relations.
- Self-starter, highly organized, with strong attention to detail and an entrepreneurial spirit.

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

**GLOBAL HEADQUARTERS**  
725 Park Avenue  
New York, NY 10021-5088  
Phone 212.288.6400  
Fax 212.517.8315  
[www.AsiaSociety.org](http://www.AsiaSociety.org)

- Outstanding verbal, written and overall communications skills; ability to communicate complex concepts and programs at leadership levels and across multiple fields.
- Exceptional interpersonal skills; ability to work successfully with diverse constituencies, including the public, NGOs, academic institutions, the private sector, and government agencies.
- A team player, able to work closely in collaboration other ASNC staff, as well as with management and staff at Asia Society Centers in the U.S. and Asia.
- Proficient in Mac/PC and Office applications; knowledge of Raiser's Edge a plus; image, video and audio editing experience a strong plus.
- Asian language skills a plus but not required.
- Flexibility to work evenings for events.
- Willingness to travel in the U.S. and abroad, as needed.



## COMPETENCIES

- Highly knowledgeable and passionate about sustainability and Asia and determined to learn more.
- Creative thinker who can communicate program ideas and plans effectively both in written and verbal form.
- Solid planning and organizational skills, including the ability to plan and execute programs to meet organizational goals in collaboration with other staff.
- Able to develop and maintain partnerships with other organizations, while advancing organizational goals and raising awareness of ASNC activities.
- Capable of multi-tasking and overseeing numerous projects at once and moving more than one project forward simultaneously toward successful completion.
- Proactive thinker who can identify problems before they emerge.

## How to Apply:

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

[sfjobs@asiasociety.org](mailto:sfjobs@asiasociety.org)

Indicate job title and job code 1509 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.*

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

GLOBAL HEADQUARTERS  
725 Park Avenue  
New York, NY 10021-5088  
Phone 212.288.6400  
Fax 212.517.8315  
[www.AsiaSociety.org](http://www.AsiaSociety.org)