

Asia Society Career Opportunity

Location: New York

Position: Manager, Arts & Culture Development Initiatives and Events
(Grade 8), Code 1514

Application Deadline: February 13, 2015

Purpose:

To drive the development strategy, fundraising activities, support committee management, and special event coordination for the Asia Society Museum and a portfolio of Asia Society Arts and Culture initiatives.

Responsibilities:

- Develop and manage fundraising prospects for the Asia Society Museum and other Asia Society Arts and Culture initiatives, including activities driven by various events and Councils.
- Events include exhibition opening dinners that occur at least twice a year, Museum family days, VIP exhibition events that may be part of exhibition sponsorship packages, and the annual Art Gala in Hong Kong.
- Planning and coordination for the Contemporary Arts Council, Traditional Arts Council, and Friends of Asian Art affinity group. Role will be responsible for developing and stewarding these Councils, including working with colleagues to develop a program of activities for members' participation.
- Create and manage a multi-year funding plan for the Asian Arts and Museum Network (AAMN), including the creation of its advisory committee, an annual Summit, and other programmatic initiatives in coordination with the AAMN team.
- Work closely with development colleagues and others from throughout the institution to coordinate on cultivation and solicitation of fundraising prospects.
- Other duties as assigned.

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725 Park Avenue
New York, NY 10021-5088
Phone 212.288.6400
Fax 212.517.8315
www.AsiaSociety.org

Qualifications:

- Bachelors Degree. Academic background in the arts is also preferred.
- 6-8 years related work experience preferred, with fundraising experience strongly preferred.
- Experience managing budgets, production timelines.
- Fundraising in the arts and museums preferred.
- Knowledge of fundraising and events protocols and procedures.
- Excellent written and oral communication skills.
- Ability to effectively collaborate in a matrixed structure with multiple program pillars and fundraising objectives.
- Proficient with Microsoft Office Suite; knowledge of Raiser's Edge is preferred.

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How to apply:

Please email your cover letter, resume, and salary requirements to:

ACDevelopment@asiasociety.org

Indicate job title and reference code 1514 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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