

Asia Society Career Opportunity

Position: Executive Director, Washington Office, Asia Society Policy Institute (Grade 10) – Code 1518

Location: Washington, D.C.

Application Deadline: April 30, 2015

Purpose:

The successful candidate will play a leading role in developing and expanding the profile and activities of the Asia Society Policy Institute (ASPI) in the nation's capital and in directing original policy research and analysis projects. He or she will report to the President of ASPI and oversee staff in the Washington, D.C. office.

Responsibilities:

- Define the overall strategy and vision to strengthen ASPI's Washington presence, in collaboration with ASPI's President and senior staff
- Design, organize, and lead policy projects on pressing issues in U.S.-Asia or intra-Asia relations, using methods such as high-level consultations, dialogues, and original research and analysis
- Build and strengthen relationships with U.S. and international government officials, business executives, and personnel from international and civil society groups
- Develop and implement strategies for promoting ASPI's initiatives among Washington audiences and securing the attention and engagement of influential constituencies
- Plan and carry out fundraising activities involving Washington-based constituencies, in coordination with the Asia Society's External Affairs department and ASPI senior staff
- Track and advise ASPI and Asia Society leaders on legislative and executive branch developments related to ASPI and Asia Society activities
- Represent ASPI and the Asia Society at meetings and events around Washington
- Form and enhance relationships with members of the Washington-based press corps and provide the media with interviews, commentary, and briefings in support of ASPI's projects and thematic programs

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- Oversee all administrative and logistical functions of the Washington office, including recruiting and developing staff, managing finances, and maintaining the office facilities
- Engage in other duties as assigned

Qualifications:

- Advanced degree in a relevant field
- At least nine years of experience working in Washington’s policy community
- Strong background in Asian affairs and U.S.-Asia relations
- Expertise in one or more of ASPI’s core themes and issues in U.S.-Asia relations
- Deep knowledge of the legislative and executive branches of the U.S. government, coupled with an understanding of current legislative issues
- Proven history of generating impact on policy decisions by engaging government officials, business leaders, and other influential constituencies in policy projects
- Demonstrated success at building and scaling up an organization, designing and implementing multi-faceted projects, and launching new thematic programs
- Experience in nonprofit management, including strategy, institution-building, fundraising, board and donor relations, and administration

Competencies:

- Strong entrepreneurial spirit and ability to foster organizational development and innovation
- Superior problem-solving and decision-making skills
- Outstanding written and oral communications skills
- Proven ability to manage projects, resources, and staff
- Ability to work successfully with diverse constituencies, including government agencies, businesses, NGOs, and academic institutions
- Exceptional personal organization skills

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How to apply:

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

ASPIjobs@asiasociety.org.

Indicate the job title and reference 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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