

# Asia Society Career Opportunity

**Location:** New York

**Position:** Executive Director, Development, External Affairs (Grade 10) –  
Code FY 1522

## **Purpose:**

Asia Society, a global non-profit with offices in New York, Hong Kong, Sydney, Seoul, Manila, Mumbai, Shanghai, San Francisco, Los Angeles, Houston, and Washington, DC, seeks a dynamic, experienced fundraiser to lead its development efforts in New York and contribute to its global fundraising activities.

This individual must have exceptional organization and be able to work successfully in an environment where there will be collaborative development of development strategy for several concurrently run fundraising initiatives, and then an expectation of independence to execute and drive strong results. Individual must also be data driven and disciplined with developing, modeling, and enforcing fundraising processes and policies.

## **Responsibilities:**

- Manage a team of fundraising and development professionals, including our Director of Individual Engagement, membership manager, special events, and research, who are responsible for raising over \$5M each year in memberships, special event sponsorship, and unrestricted giving;
- Manage a defined portfolio of high net worth individuals and corporations who contribute \$25,000 or more to Asia Society each year;
- Manage sponsorship strategy for participation of New York constituents in supporting Asia Society’s program areas (Arts and Culture, Public Policy, and Education) to achieve at least \$3M in programmatic contributions per year for priority fundraising initiatives;
- Collaborate with Managing Director of External Affairs and team to drive awareness of global sponsorship opportunities with Asia Society’s New York-based constituency;
- Manage updating of benefits menus and strategy at least annually for New York-based membership programs to ensure that benefits address the market needs and corporate interests for association with Asia Society;
- Engage personally when required in research and writing activities related to fundraising opportunities;
- Balance successfully the requirements of stewardship and servicing of current supporters with driving prospecting and cultivation activities for potential new supporters;

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](http://www.asiasociety.org)

## Asia Society Career Opportunity

- 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;
- Non-profit development experience or a long track record of working in a similar role highly preferred;
- Experience working with senior-level constituents – Trustees, C-suite business executives, leading philanthropists, etc.;
- Demonstrated ability to direct work of staff, work effectively under pressure, set clear priorities, and manage multiple tasks/activities simultaneously;
- Proficiency with Microsoft Office Suite; dispensation toward strong database and record keeping; familiarity with Excel and discipline in using a fundraising information system 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;
- *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;

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](http://www.asiasociety.org)

## Asia Society Career Opportunity

- *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 and salary requirements to:

[externalaffairsjobs@asiasociety.org](mailto: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.*

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](http://www.asiasociety.org)