**Asia Society Career Opportunity**

**Location: Northern California Center**

**Position: Assistant Director for Programs (Grade 7) Code 1612**

**Purpose:**

To oversee the development, coordination, and execution of the Center’s programs and events and be well-versed on a range of topics including policy, business, arts and culture. Reporting to the Associate Director, the Assistant Director of Programs utilizes his/her deep understanding of Asia, the U.S., and Asian American issues along with project management expertise to assist with managing the day-to-day operations of the Programs Department, including event planning, public relations, and fundraising activities.

**RESPONSIBILITIES:**

**Program Development**

* Working with the senior staff, assist with developing strategy for Programs department to bring high-quality initiatives, programs, and public events to advance Asia Society’s mission in the Bay Area community and beyond
* Provide intellectual and substantive leadership on priority programs/initiatives at ASNC in business/finance, sustainability, policy, Asian-American issues, arts and culture, and others
* Deepen strategic partnerships and conduct regular and frequent outreach in the community and with other organizations (e.g. non-profits, private sector, academia, etc.) to advance ASNC’s program goals
* Develop marketing strategy and promotional materials for program/initiatives with goal of raising ASNC’s profile in the community and attendance at events

**Project Management**

* Working with the Associate Director and Director of Development, contribute to developing fundraising strategy, prospect research, donor cultivation, and drafting grant and sponsorship proposals to support programs and initiatives
* Assist with overseeing Program department budget, including tracking and reporting on program grants and sponsorships, expenses, invoicing, and vendor relations
* Assist with managing resources to ensure successful completion of programs and projects, including delegating, assigning, and tracking Program Manager tasks/assignments; also oversee consultants, interns, and volunteers where appropriate

**Program Execution**

* In collaboration with the Program Manager, manage and oversee all program logistics, including issuing invitations and all correspondence, managing guest speakers, and securing venue and A/V needs
* Manage all on-site logistics at public and private events; liaise with high-level participants, Asia Society Board and Trustees, Asia Society members, and the general public

Other duties as assigned

**QUALIFICATIONS:**

* Advanced degree in business, finance, public policy, international relations, cultural studies with a focus on Asia and/or U.S.-Asia relations
* At least 5-6 years of progressive experience in a related field; demonstrated experience and knowledge working on Asia and/or U.S.-Asia relations and in program management preferred
* Exceptional written and verbal communications skills with attention to detail
* Adept at building relationships with community partners and interacting with high-level figures in the Bay Area community; knowledge of organizations inside/outside Bay Area desirable
* Experience in managing people and projects to ensure timely completion of deliverables highly desirable
* Strong organizational skills, with the ability to multi-task in a high-paced environment
* Knowledge of web and social media marketing; proficient in Microsoft Office, with knowledge of design software desirable
* Availability for evening events required, and travel in the U.S., to Asia, and elsewhere may also be required

**COMPETENCIES:**

**Leadership:**

* Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals
* Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

**Professional and Results-Oriented:**

* Seeks to consistently produce results that achieve goals and objectives
* Conscientious and efficient in meeting commitments and observing deadlines
* Able to work independently with minimum supervision
* Good judgment, tact and discretion
* Ability to translate ideas into action

**Collaboration and Teamwork:**

* Excellent skills in communicating with people from different cultures, backgrounds, and across time zones
* Works with others towards common purposes to achieve shared goals by developing and maintaining responsive, cooperative and mutually beneficial internal and external relationships
* Acts as a global facilitator to have conversations, exchange ideas and build understanding

**Innovation:**

* Identifies new and creative ways of doing something or solving a problem that improves, changes and results in value to the organization and constituencies (could be through technology or introducing new ways of thinking)
* Uses technology for impact, reach and efficiency, such as through social media, databases, etc.

**Technical Expertise:**

* Professional competencies in the related field of work
* Recognizes trends in theory and practice of one’s own technical area and effectively prepares for anticipated changes

**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. Indicate job title and job code ( 1612) 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.

