**Asia Society Career Opportunity**

 **Associate Director of Programmes Position**

**Location:**

Mumbai

**Date:**

April 2016

**Description:**

The Associate Director of Programmes will oversee all aspects of the development, coordination, and implementation of public programmes and private dialogues on a broad range of topics including policy, business, arts, and culture; in the context of Asian and U.S. - Asia relations. In coordination with the Strategic Partnerships & Development department, s/he will also help identify and cultivate prospective donors such as individual, foundation and corporate donors and manage all grant activities.

**Responsibilities:**

The responsibilities of the Associate Director of Programmes will include but are not limited to:

* Develop strategy and goals for all ASIC programmes; ensure programs meet revenue and expense targets.
* Oversee and manage day-to-day programming tasks to ensure smooth execution of ASIC programmes and activities in Mumbai, including conferences, special events, and other public programmes in the verticals of art, culture, policy and business.
* Direct marketing and communication activitity to strengthen the Center's presence and branding.
* Conduct regular outreach with existing and potential ASIC members and partners.
* Identify and strengthen partnerships with other non-profit organizations, academic institutions, government officials, and businesses.
* Represent Asia Society at public events and private briefings.
* Assist the Strategic Partnerships & Development department with membership, research and cultivation of prospective donors.
* Write and manage grants for individual, corporate, foundation, and government grants, and other fundraising activities.
* Manage a programming team of two programme associates and a programme officer, to ensure effective implementation of job responsibilities and oversee the internship program.
* Oversee and coordinate activities with staff at other Asia Society Centers as needed.
* Travel, as needed, to promote the Center's activities.
* Other duties as assigned.

**Requirements:**

The applicant must possess:

* An advanced degree in a relevant field and 8 to 10 years of work experience in programme management is preferred.
* Strong background in Asian and international affairs.
* Experience in non-profit management including fundraising, institution-building, board development, media relations and membership solicitation.
* Visionary self-starter, highly organized, with strong attention to detail and an entrepreneurial spirit.
* Outstanding verbal, written, and overall communications skills.
* Ability to communicate complex concepts and programmes at leadership levels and across multiple fields.
* Exceptional interpersonal skills and the ability to work successfully with diverse constituencies, including public institutions, NGOs, academic institutions, the private sector, and government agencies.
* A team player, able to work closely in collaboration other ASIC staff, as well as with management and staff at Asia Society Centers in the U.S. and Asia.

**How to apply:**

If interested, please write to indiacentreexecdirector@asiasociety.org with your resume, availability and salary expectations.

Incomplete applications will not be considered. Due to the large volumes of applications we receive, we are only able to contact those candidates selected for interviews. Please regard your resume as having been received unless your email bounces back. No phone calls, please.

Thank you for your interest in working with Asia Society India Centre. Subscribe to eNews, our weekly email newsletter, and receive information on Asia Society programs and activities: [AsiaSociety.org/eNews](http://asiasociety.org/enews).

*The Asia Society is an equal-opportunity employer.*

