



JOB DESCRIPTION

Job Title: Development Assistant
Reports to: Deputy Director & Senior Director of Development
Classification: Full time/Non-Exempt (Hourly)
Work Schedule: 40 hours per week; includes some evenings and weekends

Organizational Summary:

With 11 locations across the globe, Asia Society is the leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among the peoples, leaders, and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, the Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future. Asia Society Texas Center operates as a separate 501(c)(3) organization and is an affiliate of the Asia Society global network.

Position Overview:

The Development Assistant is a key member of the Development Team (D-Team) whose primary responsibility is to assist the Deputy Director & Senior Director of Development (DD) with all administrative activities regarding the development department. These duties include correspondence with donors, scheduling, record keeping, file maintenance, and overall departmental support where needed. Secondary responsibilities include assisting the Development & Events Manager with on-site event support, which includes work on some evenings and weekends. This is an ideal position for someone interested in a career in development and events management.

Responsibilities:

- Written correspondence with donors and prospects on letterhead, company stationery, etc. Includes weekly and monthly rounds of letters to key donors from DD and Executive Director (ED); annual letters to Board of Directors and Advisory Board; and post-gala letters from Board Chairs to table sponsors and host committee members.
- Scheduling: Includes DD appointments, team appointments, and maintaining master development calendar of appointments of relevance to D-Team.
- Maintains records for all D-Team meetings: Notes and follow-up from weekly development meetings; minutes from development committee meetings; follow-up items from all DD meetings, including documentation of action items for weekly one-on-one with Development & Events Manager, Director of Institutional Giving, and Corporate Engagement & Membership Manager; regular meetings with ED and key Board members.

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- Coordination of development committee meetings, including scheduling, preparation for meetings with printed agendas and hospitality, taking meeting minutes, etc.
- Updating department documents related to donors and prospects.
- Filing and maintenance of all D-Team records and documents.
- Keeping board prospect lists updated with notes from DD and ED.
- Compiling prospect lists from board members, such as programs, invites, and brochures, to review and fuse into development efforts.
- Prepping for meetings with donors, including arranging hospitality, at times gifts, and promotional materials.
- Maintaining file of department receipts, record-keeping of department expenses, and filing expense documentation with finance. Credit card transactions reporting for D-Team.
- Departmental paperwork, including time sheet collection (twice a month), paid-time off and flex-time request processing for DD, inputting dates for leave of absence on DD's and department calendar.
- Assembling event binders for chairs, department leadership, and key board members.
- Other responsibilities as may be assigned by the DD.

Key Qualifications:

- Bachelor's degree preferred
- 1 – 2 years' or more administrative experience, preferably in a museum or non-profit setting
- Experience working with Board and Committee relations
- Strong written and oral communication skills
- Proficient in Microsoft Office Suite, in particular MS Word and Excel
- An understanding of and an ability to articulate the accomplishments and goals of an organization like the Asia Society
- Interest and background in Asian cultures and/or foreign affairs

Personal Characteristics:

- A team player with a collaborative, customer-service oriented approach
- Creative self-starter comfortable interacting with the public in a professional, courteous manner
- Strong organizational skills, with strong ability to set priorities and manage multiple tasks
- Ability to work collaboratively with entire development team on joint projects
- Organized and accurate, with attention to detail
- Deadline-oriented, displaying a high level of ethics and integrity



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Requirements:

The requirements listed with this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills:

Ability to read, analyze and interpret timelines. Ability to respond effectively to sensitive inquiries or complaints. Ability to write a business letter. Comfortable and competent in speaking to vendors.

Reasoning Ability:

Ability to define problems, collect data, establish facts and draw valid conclusions.

Other Skills and Abilities:

The position requires working knowledge Microsoft Word, Outlook, and Excel, and the ability to access the Internet and other software products. Ability to work without direct supervision in a small office environment is required. Ability to hold a valid Driver's License and possess a car that can be used for work purposes.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the this job, the employee is regularly required to sit; use hand to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

Compensation:



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Commensurate with experience. Asia Society Texas Center offers an attractive benefits package.

RELOCATION:

Asia Society Texas Center does not provide compensation for interview travel nor relocation expenses.

HOW TO APPLY:

Please email cover letter and resume indicating position and salary requirements to:

Human Resources Department, HRDept@asiasociety.org.
Indicate job title 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.