



ASIA SOCIETY PHILIPPINE FOUNDATION, INC.
Job Opening: Programs Head

DEPT: Programming

REPORTS TO: Executive Director

PURPOSE: The Programs Head will oversee all aspects of the development, coordination, and implementation of public and private programs on a broad range of topics including policy, business, arts, and culture; in the context of strengthening Asian and U.S. - Asia relations. In coordination with the Executive Director, s/he will also help identify and cultivate prospective donors such as individual, foundation and corporate donors.

RESPONSIBILITIES:

- Develop programming strategy that fulfill the objectives of ASPF
- Implement day-to-day programming tasks to ensure smooth and timely execution of programs and activities, including conferences, special events, and other public programs in the fields of arts & culture, policy, business, and leadership
- Establish and maintain good relationships with the key stakeholders
- Direct marketing and communication activity to strengthen the Center's presence and branding
- Serves as liaison in programming concerns between the Philippine Center and other centers of Asia Society
- Assists the Executive Director in overseeing operations in the Philippine Center
- Assists the Executive Director in fundraising activities
- Coordinates with Marketing & Communications agency or colleague assigned to this function
- Represent Asia Society at public events and private briefings

REQUIREMENTS:

- Bachelor's Degree in related field
- Exceptional project (program) management skills with at least 3 years solid work experience
- Exceptional interpersonal skills and the ability to work successfully with diverse constituencies, including corporations, government, embassies, NGOs, academic institutions, and media.
- Highly organized with strong attention to detail and able to manage multiple tasks
- Creative and entrepreneurial spirit with a high degree of confidence and ability to exercise independent judgment and problem-solve
- Interest and background in Asian and international affairs
- Outstanding verbal, written, and overall communications skills
- Proficiency with Microsoft Office Suite with basic background of Adobe suite

Kindly address your cover letter to the Executive Director, Suyin Liu Lee and submit together with your CV at info@asiasociety.org.ph. **Please indicate on email subject line: "Application: Programs Head"**.