



ASIA SOCIETY PHILIPPINE FOUNDATION, INC.
Job Opening: Business Development Officer

DEPT: Business Development

REPORTS TO: Executive Director

PURPOSE: The Business Development Officer will develop and execute the fundraising and marketing strategy of Asia Society Philippines. He/she will work on building the brand equity of Asia Society Philippines and its programs, and may also handle some program management duties.

RESPONSIBILITIES:

- Create marketing material including sponsorship proposals, presentations etc.
- Pitch the programs of Asia Society Philippines
- Generate and research on leads on potential sponsors
- Liaison and negotiate with interested sponsors and partners
- Establish and maintain good relations with sponsors & partners
- Support the programming team in organizing the programs in the fields of arts & culture, policy, business & leadership
- Report to the Executive Director on progress toward fundraising goal

REQUIREMENTS:

- Bachelor's Degree in related field
- 3-5 years' experience in business development, fundraising, marketing, sales; business background is an advantage
- Strong negotiation and sales skills
- Strong people skills; able to interact comfortably with high-level individuals
- Excellent organizational and time management skills; able to manage multiple tasks, take initiative and problem-solve
- Creative and entrepreneurial spirit with a high degree of confidence and ability to exercise independent judgment
- Interest and background in Asian affairs
- Excellent English language verbal & written 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: Business Development Officer"**.