



Hong Kong Center

Founded in 1956 by John D. Rockefeller 3<sup>rd</sup> in New York, The Asia Society is a leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among 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 Hong Kong Center (“the Center”) is an affiliate of The Asia Society and is now looking for a high caliber candidate to fill the following position:

## **Development Manager**

### ***Responsibilities:***

- Engage and collaborate with all Center departments to determine funding needs and priorities;
- Proactively identify, cultivate and solicit fundraising targets, develop and implement strategies and plans for donations from major corporate donors in Hong Kong and in the Asia-Pacific Region;
- Assess and expand prospect pool and conduct donor prospect research;
- Assist in coordinating capital campaign to fund raise for the Center’s endowment;
- Supervise stewardship for all gifts, including gift acknowledgements, pledge reminders, and stewardship reports to foundations and corporations donors;
- Plan and execute both large- and small-scale special events, including fundraising galas, board meetings, conferences, and exclusive programs for donors and supporters;
- Manage special events and outreach strategy for the Center’s corporate membership tier and analyze membership reports to grow corporate members and increase engagement;
- Supervise and manage staff member responsible for maintaining fundraising schedules, objectives, databases and tracking systems ensuring that plans are implemented, goals achieved, timely reports generated and information shared;
- Work hand-in-hand with team members to maximize development and fundraising opportunities and effectively steward donors; and
- Liaise with New York headquarters and other Asia Society centers on donor prospects, global programming, and other strategic initiatives.

### ***Requirements:***

- A bachelor’s degree from a recognized university (international university preferred); a master’s degree would be an advantage;
- Minimum 5 years’ relevant experience (including 1-2 years at managerial level); experience in soliciting major gifts at nonprofit organizations an advantage;
- Proven fundraising capabilities and excellent organizational, communication, and management skills;
- Ability to engage and work well with members of the Board of Trustees, major corporate donors and prospects, global Asia Society colleagues, and the Center’s senior management with tact, maturity and good judgment;
- Dynamic personality and can-do attitude and proven ability to achieve targeted goals;
- A passion for fostering and maintaining relationships with members, donors and potential supporters;
- Ability to work successfully with extremely diverse constituencies; a good team player with an eye for detail, and an ability to multi-task in a fast paced, dynamic environment;
- A self-starter who is committed, forward thinking, pro-active, possesses strong analytical, problem solving and leadership skills, and ability to work under pressure, self-motivated with a passion to excel;
- Flexibility regarding working schedule;
- Excellent command of spoken English and Chinese (Mandarin would be a plus); and
- Proficiency in MS Office in a Windows environment, including MS Word and MS Excel.

Attractive remuneration package commensurate with qualifications and experience will be offered to the right candidate. Interested parties please apply with full resume stating date of availability and expected salary to [hrhk@asiasociety.org](mailto:hrhk@asiasociety.org) .

All personal data collected will be used for recruitment purpose only. Applicants not hearing from us within 2 months may consider their applications unsuccessful and all personal data supplied will be destroyed within 6 months.