Asia Society Career Opportunity

Location: New York

Position: Vice President, Asia Society Policy Institute
Code 1529

Purpose:

The Asia Society Policy Institute (ASPI) is a start-up, solution-oriented think-and-do-tank that places policy and business on equal footing in solving pressing challenges confronting the Asia-Pacific in security, prosperity, sustainability, and the development of common norms and values. ASPI seeks an established, entrepreneurial, and innovative policy leader to serve as Vice President (VP), responsible for developing ASPI initiatives and for the strategic oversight of initiatives and their progress. Together with the ASPI President, he/she represents ASPI and engages a global network of thought leaders in ASPI's work. He/she has overall management responsibility for ASPI's professional staff and consultants, and engages in fundraising efforts on behalf of the Institute with the support of the Asia Society's development and ASPI teams.

Responsibilities:

- Together with the President of ASPI, foster the intellectual leadership of the Institute by developing initiatives, research, and dialogues that lead to innovative and collaborative solutions to pressing challenges in Asian trade, economics, security, and sustainability; partner across sectors and geographies for inclusive thought-leadership and action- and results-oriented initiatives; provide strategic oversight for all initiatives, ensuring timely progress toward goals
- Oversee, motivate, and develop a growing ASPI team (staff, fellows, and consultants) in New York and Washington, DC and provide vision and leadership to Asia Society's Global Centers on ways to align the Society's policy-focused work; ensure a workplace culture of mutual respect, teamwork, and excellence
- Serve as an effective and visible spokesperson for ASPI. Increase awareness of ASPI's work and broaden ASPI's reputation and visibility among policymakers and business leaders in the United States and Asia, as well as among the media, donors, and the general public

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GLOBAL HEADQUARTERS
725 Park Avenue
New York, NY 10021-5088
Phone 212.288.6400
Fax 212.517.8315
www.AsiaSociety.org

- Fundraise in coordination with the Society's development and ASPI staff to secure the resources needed to support new initiatives and programming, as well as ongoing operations
- Oversee the creation and coordination of public programs and events in conjunction with Asia Society staff around the world
- With the ASPI President, serve as a key member of Asia Society's senior management team; participating in the development and implementation of interdisciplinary and/or cross-Center initiatives, strategies, and institutional policies
- Provide oversight of ASPI's budget and administration

Qualifications:

- At least 15 years of senior experience in government, policy research and analysis, or business with proven expertise and a recognized voice in issues related to Asian prosperity, security, and sustainability. The ideal candidate will have significant expertise across two or more of these sectors.
- Proven history of generating impact in the policy space by engaging government officials, business leaders, and other influential constituencies in policy projects.
- Demonstrated success at scaling up an organization, designing and implementing strategic programs, launching new projects, and managing teams and budgets; experience in nonprofit management including strategy, institution-building, fundraising, board and donor relations, and administration a plus
- Experience building and diversifying an organization's funding base. Ability to engage with a diverse group of donors including individuals, foundations, governments, and corporations for both operational and programmatic support.
- Advanced degree preferred
- Proficiency in an Asian language a plus; fluency in English required
- Experience living and/or working in Asia

Competencies:

- Ability to act as a catalyst with vision; anticipates future challenges and opportunities and develops strategies and initiatives to address them. Not afraid to constructively challenge the conventional wisdom or accepted way of doing things.
- Generates innovative approaches to address new or existing issues and is able to translate them into clear objectives and structures to stakeholders and to his/her team.

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- Has excellent judgment; makes decisions that balance a variety of factors; navigates confidently in ambiguous situations.
- Excellent planning and organizational skills; strong ability to set priorities and manage multiple tasks. Pays attention to detail; meets commitments in a timely manner.
- Experienced organizational and team leader able to foster a culture of collaboration, mutual respect, and teamwork. Must be able to engage and manage a high performing internal team, as well as fellows, external partners, and/or advisors, and to encourage multiple perspectives and talents while maintaining focus on key objectives and accountability for agreed-to results.
- Experience as a relationship builder with a strong high-level network in business and policy circles across multiple geographies.
- A proven convener who readily connects with others and can build effective coalitions to move forward an agenda.
- Excellent public speaker with strong writing skills. Highly articulate; makes arguments in a clear and compelling manner and is able to motivate others to pursue common goals.
- Culturally astute and aware. Can see the world from multiple perspectives and make decisions that work locally and globally.
- Strong diplomatic skills. Knows how to be tactful and discrete. Attentive and responsive listener.

How to Apply:

Please email (1) cover letter addressing qualifications and salary requirements and (2) resume to aspijobs@asiasociety.org. These attachments should be PDF or MS Word files.

The email subject line should indicate the job title, code, and your last name.

Only complete applications will 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.

Asia Society is an equal opportunity employer.

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