

## Asia Society Career Opportunity

**Location:** New York or Washington, D.C.

**Position:** Director(s), Asia Society Policy Institute  
Asian Security – Code 1525 (Grade 9)  
Asian Sustainability – Code 1526 (Grade 9)  
Asian Economies and Trade – Code 1527 (Grade 9)

**Application Deadline:** June 30, 2015

### **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 three Directors to lead and provide daily oversight of initiatives within his/her portfolio—Asian Security, Sustainability, or Economies and Trade. Reporting to the Vice President of ASPI, the Directors will play a leading role in developing and expanding the profile and activities of their thematic area within ASPI. Positions can be based in ASPI offices in New York City or Washington, D.C.

### **Responsibilities:**

- Play a leading role in the design and goal-setting, and serve as primary implementer, of ASPI's Asian Security/Sustainability/Economies and Trade initiatives, the majority of which are organized as Track 1.5/2 dialogues
- Build and strengthen relationships and partnerships with stakeholders in these initiatives across multiple geographies: U.S., Asian, and other international government officials; business leaders, representatives from multilateral organizations and civil society; etc.
- Identify experts and leaders from stakeholder groups to take part in initiative task forces/steering committees; manage this engagement and liaise with these high-level participants
- Develop, organize, and execute meetings and private and public events focused on your thematic area
- Stay abreast of new developments in your area of focus; analyze policy; lead in the coordination and development of policy roadmaps and recommendations; draft white papers and articles for myriad audiences

Asia  
Society



HONG KONG  
HOUSTON  
LOS ANGELES  
MANILA  
MUMBAI  
NEW YORK  
SAN FRANCISCO  
SEOUL  
SHANGHAI  
SYDNEY  
WASHINGTON, D.C.

GLOBAL HEADQUARTERS  
725 Park Avenue  
New York, NY 10021-5088  
Phone 212.288.6400  
Fax 212.517.8315  
[www.AsiaSociety.org](http://www.AsiaSociety.org)

- Represent ASPI as an expert in both public settings and private, high-level briefings
- Develop and implement strategies for promoting ASPI's Asian Security/Sustainability/Economies and Trade initiatives among local and global audiences and securing the attention and engagement of influential constituencies
- Manage the tasks of staff engaged in your initiatives, as well as the budget of these initiatives, in concert with the Executive Director and Vice President of ASPI
- Plan and carry out fundraising activities for your portfolio, in coordination with the Asia Society's development department and ASPI senior staff
- Engage in other duties as assigned

### Qualifications:

- At least 9 years of progressively responsible experience managing and leading initiatives in the Asian policy/economy/sustainability/ security fields
- Expertise in Asian security/sustainability/economic affairs and U.S.-Asia or intra-Asia relations
- Professional experience analyzing or working on key issues in Asian security/sustainability/ economics and trade.
- Proven history of generating impact in the policy space by engaging government officials, business leaders, and other influential constituencies in policy projects.
- Professional experience participating in multidisciplinary, collaborative research, analysis, and development projects on Asian security/sustainability/economics and trade
- Experience managing staff in a matrixed organization preferred; experience in nonprofit management including strategy, fundraising, and administration a plus
- Advanced degree in international relations/affairs, political science, public policy, international economics, or other related area preferred
- Proficiency in an Asian language a plus; fluency in English required
- Experience living and/or working in Asia

### Competencies:

- Professional competency in policy analysis, development, and engagement; conscientious and efficient in meeting commitments, observing deadlines, and achieving results; able to work independently with minimum supervision; excellent judgment, tact and discretion

Asia  
Society



HONG KONG  
HOUSTON  
LOS ANGELES  
MANILA  
MUMBAI  
NEW YORK  
SAN FRANCISCO  
SEOUL  
SHANGHAI  
SYDNEY  
WASHINGTON, D.C.

GLOBAL HEADQUARTERS  
725 Park Avenue  
New York, NY 10021-5088  
Phone 212.288.6400  
Fax 212.517.8315  
[www.AsiaSociety.org](http://www.AsiaSociety.org)

- Proven convening capacity and ability to readily connect with others and build effective coalitions to move forward an agenda.
- Superior problem-solving and decision-making skills; proven ability to manage projects, resources, and staff; ability to work successfully across time zones and with diverse constituencies, including government agencies, businesses, NGOs, and academic institutions; exceptional personal organization skills
- Advanced research, analytical, and evaluative skills, including the ability to synthesize disparate data and diverse perspectives on emerging and/or controversial issues
- Strong entrepreneurial spirit and ability to foster organizational development and innovation
- Outstanding written and oral communications skills with proven ability to present information clearly, concisely, and in a timely manner
- Ability to use technology relevant to the job and to keep abreast of developments in the field

Asia  
Society



**How to Apply:**

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

**The email subject line should indicate the job title and code for the thematic area in which you are applying, 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.

HONG KONG  
HOUSTON  
LOS ANGELES  
MANILA  
MUMBAI  
NEW YORK  
SAN FRANCISCO  
SEOUL  
SHANGHAI  
SYDNEY  
WASHINGTON, D.C.

**GLOBAL HEADQUARTERS**  
725 Park Avenue  
New York, NY 10021-5088  
Phone 212.288.6400  
Fax 212.517.8315  
[www.AsiaSociety.org](http://www.AsiaSociety.org)