

Asia Society Career Opportunity

Location: Washington, D.C.

Position: Managing Director, Washington Office
Asia Society Policy Institute
Code 1528

Application Deadline: May 31, 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 a Managing Director to head its Washington Office. The successful candidate will play a leading role in developing and expanding the profile and activities of ASPI in the nation's capital and in directing policy dialogues. He or she will report to the President of ASPI and oversee staff in the Washington, D.C. office.

Responsibilities:

- Define the overall strategy, vision, and goals to strengthen ASPI's Washington presence, in collaboration with ASPI's President and senior staff, and execute on this plan
- Develop and implement strategies for promoting ASPI's initiatives among Washington audiences and securing the attention and engagement of influential constituencies
- Design, organize, and serve as the strategic lead for policy dialogues and other projects focused on pressing issues in U.S.-Asia or intra-Asia relations; manage the work of staff and consultants engaged in these projects
- Build and strengthen relationships with ASPI stakeholders locally and globally, including: U.S.—particularly Congress and administration officials, leaders in Asian capitals, and other government officials; business leaders; and leaders of multilateral organizations and civil society groups, etc.
- Represent ASPI in Washington in both public settings and private, high-level briefings

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725 Park Avenue
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www.AsiaSociety.org

- Plan and carry out fundraising activities involving Washington-based constituencies, in coordination with the Asia Society's development department and ASPI senior staff
- Track and advise ASPI and Asia Society leaders on legislative and executive branch developments related to ASPI and Asia Society activities
- Form and enhance relationships with members of the Washington-based press corps and provide the media with interviews, commentary, and briefings in support of ASPI's projects and thematic programs
- Oversee all administrative and logistical functions of the Washington office, including recruiting and developing staff, managing finances, and maintaining the office facilities
- Engage in other duties as assigned

Qualifications:

- At least 15 years of experience working in Washington's policy community or representing the U.S. government abroad, preferably in Asia
- Strong background in Asian affairs and U.S.-Asia relations
- Expertise in one or more of ASPI's core themes and issues in U.S.-Asia relations
- Deep knowledge of the legislative and executive branches of the U.S. government, coupled with an understanding of current legislative issues and U.S. foreign policy agenda in Asia
- Proven history of generating impact on policy decisions by engaging government officials, business leaders, and other influential constituencies in policy projects
- Demonstrated success at building and scaling up an organization, designing and implementing multi-faceted projects, and launching new thematic programs
- Management experience required; experience in nonprofit management including strategy, institution-building, fundraising, board and donor relations, and administration a plus
- Advanced degree in a relevant field preferred

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
- Proven convening capacity and ability to readily connect with others and build effective coalitions to move forward an agenda.

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- 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
- 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

How to Apply:

Please email (1) cover letter addressing qualifications and salary requirements and (2) resume to aspjobs@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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