

# Asia Society Career Opportunity

**Location:** San Francisco

**Position:** Development Officer (Grade 5) Code 1521

**Application Deadline:** June 30, 2015

## **Purpose:**

Under the supervision of the Director, Global Corporate Development & Director of Development (DGCDDoD), the Development Officer will provide support for the organization and database management of ASNC development efforts including: individual membership, Annual Dinner, special events and fundraising activities.

## **Responsibilities:**

### **Membership**

- Develop, execute and provide analysis for membership and fundraising campaigns
- Manage individual membership upgrade, renewal, post-event, and new-join solicitations
- Maintain member and donor files
- Review and improve individual membership benefits; solicit additional business partners for membership benefits
- Serve as liaison to Young Professionals Group Leadership Council for membership reporting and coordination

### **Development Analysis & Support**

- Day-to-day management of Raiser's Edge donor database including system development, data entry, reports, individual and group mailings, individual gift acknowledgments, donor research, etc. as it pertains to individual members, donors, and Advisory Board
- Work with Corporate Development Officer to provide relevant development data reports to the DGCDDoD monthly or as requested
- Serve as liaison for board and development meetings

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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](http://www.AsiaSociety.org)

- Draft individual membership and general fundraising correspondence (letters, invitations, solicitations, proposals, reports, acknowledgements, etc) on a timely basis
- Assist in recruitment, management of interns
- Prospect and identify sources of individual memberships and gifts

### **Special Events**

- Assist in planning all donor-appreciation & fundraising events
- Manage and represent Asia Society at special events and programs
- Support Annual Dinner as assigned by DGCDOD

### **Internal and External Communications/Marketing**

- Manage content, printing and mailing of Annual Report
- Develop print and digital marketing language and collateral as it pertains to individual donors and members

### **Additional Duties**

- Represent Asia Society at Asia Society events and in the community
- Prepare documentation for meetings including staff meeting agenda items, assemble promotional packets, and take meeting minutes when needed
- Perform customer-service-related tasks such as answering public inquiries and answering phones
- Perform other related duties as assigned

### **Qualifications:**

- Bachelor's degree and 2-3 years fundraising work experience
- Experience with Raisers Edge or other database software and ability to apply technological tools relevant to the job
- Commitment to the Asia Society's mission
- Familiarity with Asia and Asian American issues and the philanthropic community preferred
- Flexibility to work in the evenings and some weekends during peak periods
- Proven track record of successful proposals helpful

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## Competencies:

- Exceptional interpersonal skills and ability to work with people from different backgrounds
- Excellent writing and editing skills
- Excellent attention to detail
- Ability to work in a collaborative environment where professionalism, teamwork, collegiality and self-motivation are necessary for success
- Outstanding organizational skills, multi-tasking ability, ability to work under tight deadlines
- Skillful in identifying clients' needs; establishing and maintaining effective relationships with internal and external stakeholders;

## How To Apply:

Please email your cover letter, resume, and salary requirements to [sfjobs@asiasociety.org](mailto:sfjobs@asiasociety.org). Indicate job title and reference code 1521 in the subject line. Resumes without cover letters will not 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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