

# Asia Society Career Opportunity

**Location:** New York

**Position:** Development Assistant, External Affairs (Grade 3) – Code 1613

**Purpose:**

To assist the department and support important fundraising events, campaigns, correspondence, data tracking with donors, members, corporations all with an eye to increasing revenue for the organization.

**Responsibilities:**

- Support the Executive Director of Development in daily scheduling, presentation materials, and other assignments.
- Support External Affairs team in all aspects of event planning & execution for major fund raising events (currently 2-3 annually) and all other cultivation & special purpose events (approx. 25 per year) including managing target lists, mailings, event Registration in RE, processing Pledge/Gifts, Invoices & Tax Acknowledgements, create forms/invitation/presentations and other print/online materials as needed, update event websites (AS & external), communicate with Table/Ticket buyers and cultivation event attendees, maintain accurate Constituent Records in RE database, run reports and trackers as needed.
- Assist with fundraising for new events and donors, including preparation of information materials for solicitors.
- Draft solicitation and acknowledgment letters; proofread correspondence.
- Schedule appointments and make follow-up telephone calls.
- Help prepare gift agreement letters and contracts.
- Update campaign tracking reports, verify donor information, monitor giving cycles, conduct research and serve as liaison with development staff solicitors and PM's.
- Track prospect identification and follow up (Individual giving the priority)
- Process invoices, purchase orders and department expense reports
- Administrative tasks such as answering phones, making car/restaurant reservations, preparing photocopies, Asia Society collateral material for cultivation meetings, opening mail, and organizing meetings.
- Support the Membership team (Individual & Corporate) as needed

**Qualifications:**

- College degree and 1-3 years of related work experience preferred.
- Detail oriented with proven excellent written and oral communication skills and organizational skills.
- Data-driven: comfortable with data, data-input and the details of data.
- Must be highly motivated with a “can-do” attitude, able to function in a fast-paced environment, work well with others and independently.
- Technologically savvy; strong computer literacy required.
- Knowledge of databases preferred.

**How to apply:**

For positions in New York, please email your cover letter and resume indicating position reference code and salary requirements to: [externalaffairsjobs@asiasociety.org](mailto:externalaffairsjobs@asiasociety.org). Indicate job title and job code 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.

*The Asia Society is an equal-opportunity employer.*

Asia  
Society



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John D. Rockefeller 3rd

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