

Asia Society Career Opportunity

Location: New York

**Position: Deputy Board Secretary and Executive Coordinator (Grade 7)
Code 1705**

Purpose:

The Deputy Board Secretary and Executive Coordinator assists the Chief Financial Officer/Senior Vice President and Board Secretary in the orderly disposition of all matters pertaining to the Board of Trustees and corporate functions, particularly taking the lead in the scheduling, preparation, formatting of committee meetings and materials, maintaining official records and tracking that Board decisions and follow up requests are being implemented. S/he also provides management support to the Executive Office.

Responsibilities:

Deputy Board Secretary

- In coordination with the CFO and Board Secretary, and working with the relevant officer or department head, manage and streamline the process around all Board Committee meetings;
- Schedule committee meetings (Committees include: Nominating and Governance, Development, Finance and Budget, Audit, Investment, Compensation, Global Center and Strategic Programming);
- Work with appropriate officer or senior staff to set the agenda and prepare materials for Committee meetings;
- Take and disseminate minutes for each meeting;
- Communicate and monitor follow-ups from meetings through a centralized process;
- Assist and coordinate with the Board Secretary on all matters relating to the Board of Trustees, including the planning and execution of Board of Trustees and Executive Committee meetings, the tracking of Trustee gifts and inquiries;
- Maintain official records of the Board;
- Support the CFO with regard to corporate functions, such as maintaining corporate records;

Management Support

- Provides administrative support, including scheduling of meetings, travel logistics and expense reports, for the Executive Vice President, CFO/Senior Vice President and Chief Operations Officer
- Other tasks as assigned

Qualifications:

- 3-4 years of work experience
- Mission-driven; passionate about Asia Society's mission
- Ability and finesse in working with all levels of staff and outside constituents.
- Detail-oriented and organized; Must be team player, able to maintain confidentiality and able to multi-task.
- The ability to successfully navigate through ambiguity in a fast-paced environment and solve problems when the answers aren't always obvious.
- Takes initiative where appropriate.
- Excellent oral and written communication skills, including presentation skills
- Advanced computer skills
- Interest in Asia; knowledge of Asia a plus
- Bachelor's degree

Competencies:

Leadership:

- Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals
- Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

Professional and Results-Oriented:

- Seeks to consistently produce results that achieve goals and objectives
- Conscientious and efficient in meeting commitments and observing deadlines
- Able to work independently with minimum supervision
- Good judgment, tact and discretion
- Ability to translate ideas into action

Collaboration and Teamwork:

- Excellent skills in communicating with people from different cultures, backgrounds, and across time zones
- Works with others towards common purposes to achieve shared goals by developing and maintaining responsive, cooperative and mutually beneficial internal and external relationships
- Acts as a global facilitator to have conversations, exchange ideas and build understanding

Innovation:

- Identifies new and creative ways of doing something or solving a problem that improves, changes and results in value to the organization and constituencies (could be through technology or introducing new ways of thinking)
- Uses technology for impact, reach and efficiency, such as through social media, databases, etc.

Technical Expertise:

- Professional competencies in the related field of work
- Recognizes trends in theory and practice of one's own technical area and effectively prepares for anticipated changes

How To Apply:

Please email your cover letter, resume, and salary requirements to HRjobs@asiasociety.org Indicate job title and reference 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.

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