

Asia Society Career Opportunity

Location: San Francisco

Position: Development Officer (Grade 5) - 1609

Purpose:

Under the supervision of the Director, Global Corporate Development & Director of Development (DGCCDoD), provides 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 DGCCDoD monthly or as requested
- Serve as liaison for board and development meetings
- 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

Asia
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WORLD HEADQUARTERS:
725 Park Avenue
New York, NY 10021-5088
Phone 212.288.6400
Fax 212.517.8315
www.asiasociety.org

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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:

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 judgement, 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 read the application instructions carefully. Email: 1) cover letter with salary requirements; 2) resume; 3) writing sample (3-5 pages max) to: sfjobs@asiasociety.org. Indicate job title and job code 1609 in the subject line.

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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 application as having been received unless your email is bounced back. For benefits information go to: www.asiasociety.org/jobs.

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