

# Asia Society Career Opportunity

**Location:** San Francisco

**Position:** Program Manager (Grade 6) - 1608

**Purpose:**

The Program Manager is responsible for assisting the Assistant Director with the development, coordination, and implementation of the Center’s initiatives, public programs and private events.

**Responsibilities:**

- Program Planning and Implementation
  - Working with the Assistant Director of Programs and the Associate Director, develop themes, topics, and calendar for public programming, for both ASNC-led and co-sponsored programs
  - Assist with developing and implementing Asia Society’s signature initiatives
  - Manage program logistics, including tracking speaker invitations and other correspondence, guest invitations, coordinating travel, securing venue, catering, and A/V needs, and assessing on-site needs
  - Track program attendance and registration using Raiser’s Edge and Eventbrite
  - Oversee day-of-event logistics, including set-up, liaising with speakers and partners, coordinating staff assignments, and managing all registration, A/V, and catering needs
  - Coordinate post-event activities, send thank-you letters, and manage other follow-up tasks
  
- Outreach, Marketing, and Fundraising
  - Produce outreach and marketing materials for all ASNC programs, such as flyers, weekly emails, website calendar listings, and content on Asia Society blogs and other social media platforms
  - Coordinate the design and production of marketing materials with designers, printers, and other vendors, including newsletters, etc.
  - Represent the Asia Society at community events and activities
  - Cultivating new relationships with potential partnering organizations and maintaining relationships with existing partners
  
- Fundraising & Budget
  - Assist with program fundraising, including determining revenue and sponsorship targets, and identifying, cultivating, and liaising with donors and co-sponsors
  - Assist with managing the Programming annual budget

Asia  
Society



HONG KONG  
HOUSTON  
LOS ANGELES  
MANILA  
MELBOURNE  
MUMBAI  
NEW YORK  
SAN FRANCISCO  
SEOUL  
SHANGHAI  
WASHINGTON D.C.

**WORLD HEADQUARTERS:**  
725 Park Avenue  
New York, NY 10021-5088  
Phone 212.288.6400  
Fax 212.517.8315  
[www.asiasociety.org](http://www.asiasociety.org)

## Asia Society Career Opportunity

- Oversee the programming accounting functions including expenses and reimbursements
- Provide support for development activities at the Center, such as member cultivation events, the Annual Dinner, and other cultivation activities
- Office Management
  - Assist with overseeing the needs of the office to ensure smooth day-to-day operations, such as answering telephones and handling general inquiries, ordering supplies, and liaising with building management as needed;
  - Manage Programs Department internship program and coordinate intern assignments
  - Prepare documentation for presentation at internal and external meetings
  - Take minutes at staff and Program Committee meetings
  - Help manage and task a part-time administrative clerk (pending)
- Other duties as assigned

### Qualifications:

- Masters degree preferred in International Relations, political science, business, public affairs, Asian Studies, or related field(s)
- 3-4 years of related work experience preferred in project planning and management in a non-profit setting
- Strong ability to interact with the public and high-level individuals and work collaboratively with diverse constituencies
- Proactive, “can-do” mindset, talent for multi-tasking and working under deadline in a fast-paced environment, and ability to follow through on tasks and projects
- Team player who is organized, detail-oriented and self-motivated
- Excellent writing and communication skills
- Flexibility to work before/after business hours
- Willingness to take infrequent domestic or overseas travel
- Computer proficiency in MS Outlook, Word, Excel, and PowerPoint; as well as database applications such as Raiser’s Edge
- Experience maintaining webpages, writing/editing for blogs or social media
- Knowledge of marketing principles and trends
- Experience recruiting and/or managing volunteers and interns
- Experience managing and liaising with third-party vendors and contractors
- Skilled in Adobe Creative Suite software a plus; familiar with basic HTML

Asia  
Society



HONG KONG  
HOUSTON  
LOS ANGELES  
MANILA  
MELBOURNE  
MUMBAI  
NEW YORK  
SAN FRANCISCO  
SEOUL  
SHANGHAI  
WASHINGTON D.C.

**WORLD HEADQUARTERS:**  
725 Park Avenue  
New York, NY 10021-5088  
Phone 212.288.6400  
Fax 212.517.8315  
[www.asiasociety.org](http://www.asiasociety.org)

# Asia Society Career Opportunity

## 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:

Asia  
Society



HONG KONG  
HOUSTON  
LOS ANGELES  
MANILA  
MELBOURNE  
MUMBAI  
NEW YORK  
SAN FRANCISCO  
SEOUL  
SHANGHAI  
WASHINGTON D.C.

**WORLD HEADQUARTERS:**  
725 Park Avenue  
New York, NY 10021-5088  
Phone 212.288.6400  
Fax 212.517.8315  
[www.asiasociety.org](http://www.asiasociety.org)

## Asia Society Career Opportunity

[sfjobs@asiasociety.org](mailto:sfjobs@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 application as having been received unless your email is bounced back.

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

Asia  
Society



HONG KONG  
HOUSTON  
LOS ANGELES  
MANILA  
MELBOURNE  
MUMBAI  
NEW YORK  
SAN FRANCISCO  
SEOUL  
SHANGHAI  
WASHINGTON D.C.

**WORLD HEADQUARTERS:**  
725 Park Avenue  
New York, NY 10021-5088  
Phone 212.288.6400  
Fax 212.517.8315  
[www.asiasociety.org](http://www.asiasociety.org)