

Asia Society Career Opportunity

Location: New York

Position: Manager, Institutional Relations (Grade 6) Code 1532

Application Deadline: June 26, 2015

Purpose:

Key responsibilities include securing and managing foundation and government donor partnerships in support of Asia Society's pillars of arts and culture, education, and public policy; and performing prospect research and grant administration duties.

Responsibilities:

- Manage a portfolio of current private foundation and government agency donors and prospects.
- Identify, research and qualify high-capacity foundation and government prospects for potential inclusion in pipeline and in support of initiatives across Asia Society program pillars.
- Compose a variety of high-quality written communications on diverse subject matter, including complex proposals, reports, briefs, updates, presentations, budgets and other documents.
- Collaborate with and support program departments to develop concepts, reports, and proposals. Provide advice as needed on program staff-donor engagement.
- Represent the organization to donors and outside organizations at events.
- Perform diverse grants management and administrative responsibilities including: managing foundation/government prospect list, pipeline, calendar of submission deadlines; invitations to Asia Society events.
- Requires some evening work including attendance at Asia Society events and dinners.

Qualifications:

- Bachelor's degree required; Master's degree preferred.
- 3-4 years relevant fundraising experience.

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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

- Strong familiarity with Foundation and government donor segments.
- Strong track record of successful proposal writing and grant management for private foundations and government funders.
- Experience securing and managing foundation/government grants across entire grant lifecycle.
- Demonstrated organizational, communication, and interpersonal skills.
- Experience and interest in working in a multicultural environment.
- Knowledge and understanding of political and cultural environment of Asia highly preferable. Knowledge of an Asian language a plus (not required).
- Experience with donor databases and proficiency in MS Office, especially Excel and PowerPoint.

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Competencies:

- Professionalism: high degree of professionalism; ability to represent Asia Society to influential entities and individuals.
- Flexibility: Willingness to cooperate and respond to change as part of a growing and evolving department. Willingness to take on unanticipated tasks or projects.
- Oral and Written Communication: Effectively articulate organization's mission, history, and priorities; ability to express ideas clearly and understandably to those unfamiliar with the topic; outstanding written skills with ability to present information clearly, concisely, in a timely manner, and to vary writing style depending on need.
- Detail Oriented: Strong attention to detail, excellent follow-through and follow-up.
- Analytical: Able to analyze, synthesize, and present complex and unfamiliar information; able to conduct research, collect and interpret data.
- Organized: Ability to prioritize, work on multiple projects and deadlines, and work gracefully under pressure.
- Teamwork: Good interpersonal skills; ability to work interdepartmentally in a mid -size organization.
- Autonomy: Able and motivated to work independently.

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How to Apply:

Please email your cover letter, resume, and salary requirements to externalaffairsjobs@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.

Asia Society is an equal opportunity employer.

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