

Asia Society Career Opportunity

Location: New York

Position: Manager, Foundation & Government Partnerships (Grade 6)
Code 1541

Purpose:

Key responsibilities include building and managing foundation and government partnerships in support of Asia Society's pillars of arts and culture, education, and public policy; composing donor and research materials; managing team information; and performing prospect research and grant administration duties. The Manager will have an important role as part of an expanding External Affairs Department.

Responsibilities:

- Identify and research foundation and government prospects and prepare foundation profiles and briefing documents.
- Initiate inquiries, set up and attend calls and meetings, build relationships with foundation and government donors.
- Compose high-quality written communications on diverse subject matter: complex proposals, reports (narrative and financial), concept notes, updates, presentations, letters of inquiry and other materials.
- Collaborate with and support Programs, Finance, and other departments to collect ideas and develop concepts, reports, and proposals.
- Represent the organization to donors and outside organizations at events.
- Perform diverse grants management and administrative responsibilities including: managing foundation/government prospect list, pipeline, database inputs; digital filing; invitations to Asia Society events.
- Manage special projects as requested.
- Requires some evening work including attendance at Asia Society and external events.

Qualifications:

- Bachelor's degree required; Master's degree preferred

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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

- 3-4 years relevant fundraising experience
- Familiarity with Foundation and Government donor segments essential
- Track record of successful proposal writing and grant management for foundations and government funders
- 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 respond to change as part of a growing and evolving department, and take on unanticipated tasks or projects.
- Oral and Written Communication: Effectively articulate organization's mission, history, and priorities; ability to express ideas clearly to those unfamiliar with the topic; outstanding writing skills with ability to present information clearly, concisely, in a timely manner, and to vary writing style as needed.
- 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.

How to Apply:

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

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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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