

Asia Society Career Opportunity

Location: New York

Position: Director, Data Strategy and Information Management (Grade 9) - 1603

Purpose:

This position serves as the chief data strategist as well as manager and administrator of Asia Society's donor management/fundraising system, enabling Asia Society's fundraisers to more effectively prospect, cultivate, and steward our donors and partners, and the Box Office system, ensuring accurate data is collected from attendees of Asia Society programs. The position has overall responsibility for supervision, management, and administration of the member/donor constituent records database that supports all fundraising and partnership efforts and ensures that the Box Office system is user-friendly, collects appropriate data and connects that data with the fundraising and email blast systems. The ideal candidate is an experienced and detail-oriented data manager who will work to define and enforce procedures involving the databases across the Asia Society organization. The ideal candidate is also proactive thinker who will develop the institutional awareness to then be able to anticipate the types of reports and capabilities needed by the fundraising team for more effective fundraising as well as by the program teams for effective marketing of Asia Society programs.

Responsibilities:

- Ensure optimum performance of the fundraising and Box Office systems' functionality.
- Manage data activity with emphasis on queries, data imports and exports, custom reports and data analysis.
- Develop and implement standard operating procedures for use of the fundraising database, across activities related to prospect management, cultivation, solicitation, and stewardship. Work closely with the Box Office team to ensure there are standard operating procedures for the Box Office system.
- Provide training and implementation of fundraising database policies and procedures to Asia Society staff and Centers as appropriate.
- Oversee coordination of email marketing to funders and potential funders through communication and online marketing tools.
- Oversee the development of efficient gift processing activities, as well as automated thank you and tax receipt materials that are automated from the database.
- Recommend and implement techniques to improve productivity, increase efficiencies, cut costs and maintain best practices.
- Maintain the integrity of the fundraising and Box Office database through regular audits and cleansing.

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www.asiasociety.org

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- Act as principal liaison with users in reviewing needs and recommending solutions for database enhancements.
- Responsible for supervising and coordinating data entry in External Affairs;
- Review, test and implement vendor updates in collaboration with IT Department;
- Support the Box Office team in ensuring high-quality data is collected through the Box Office system.
- Other duties as assigned.

Qualifications:

- Bachelor's degree and 7-9 years of relevant professional experience required; experience in a non-profit or similar cultural environment is highly desired.
- Experience with The Raiser's Edge ("RE"), Patron's Edge, Standing Room Only 4 (SRO4) Net Community Spark, and Crystal Reports is preferred.
- Proficiency in database management and administration, query writing, prospect and constituent management.
- Proven ability to create analytical models and data analysis.
- Excellent communications skills (verbal and written).
- Strong team management and ability to succeed in a matrixed, dynamic environment with involvement in multiple program areas.
- Knowledge of and interest in Asia is a plus.
- Some prior supervisory experience helpful.

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

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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.
- *Ability to Attract Resources:* Builds external partnerships, financial and otherwise, to leverage Asia Society's work and brand.
- *Developing Staff:* Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
- *Managing a Team:* Plans and organizes works in accordance with organizational and departmental goals; Builds and manages workforce based on organizational goals, budget considerations, and staffing needs; Ensures employees are appropriately recruited, selected, appraised, and rewarded; takes action to address performance problems.

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How to apply:

For positions in New York, please email your cover letter and resume indicating position reference code and salary requirements to: HRjobs@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 resume as having been received unless your email is bounced back.

The Asia Society is an equal-opportunity employer.

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