Asia Society Career Opportunity

Location: New York

Position: Director, Individual Engagement (Grade 9) – Code 1606

Purpose:

This position fills a critical niche as the relationship manager and fundraising lead for thousands of individual donors to the Asia Society in New York, with responsibility for driving over $1M in revenue from this portfolio each year. He or she will contribute to strategy and then own execution of all aspects of Asia Society fundraising programs that engage individual donors, including through Asia Society's Patron, general membership, and young donor programs. The Director will be goaled on prospecting, cultivating, and soliciting individual funders as well as successfully upgrading current individual funders.

Responsibilities:

- Develop and implement communications and marketing, solicitation, and donor-retention strategies suitable to the needs of each individual membership group -- creativity is welcome!
- Develop a portfolio and calendar of donor benefits, including the planning and execution of regular events for donors in partnership with Asia Society's programming teams. Again, creativity is welcome!
- Attend Asia Society events regularly to make individual donors and prospects feel welcome and engaged.
- Manage all communication with individual donors and prospects ensuring timely distribution of renewal and solicitation letters, gift acknowledgements, e-newsletters, invitations, and other communications.
- Develop and manage annual budget for individual development initiatives.
- Develop regular analytic reports on the fundraising status of all development initiatives geared toward individuals.
- Work with development associate and membership manager to ensure members' database records are up-to-date and develop donor profiles to ensure alignment of donor interests to Asia Society opportunities.
- Other duties, as assigned.

Asia Society

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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

Qualifications:

- College degree.
- At least seven years of fundraising experience; experience soliciting and marketing to individual donors is preferred.
- Excellent communication skills, both written and oral.
- Strong interpersonal and organizational skills, as well as a high level of maturity.
- Collegial, collegial, collaborative, can-do attitude.
- Interest in Asia and strong understanding of Asia Society's mission and importance.
- Strong dispensation for outreach and development outside of the established Asia Society community.
- Microsoft Office proficiency and fundraising database experience

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 and backgrounds; 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 facilitator to have conversations, exchange ideas and build understanding.

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- *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.

- *Ability to Attract Resources:* Builds external partnerships, financial and otherwise, to leverage Asia Society's work and brand.

How to apply:

For positions in New York, please email your cover letter and resume indicating position reference code and salary requirements to: externalaffairsjobs@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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