

# Asia Society Career Opportunity

**Location:** New York

**Position:** Assistant Director of Development (Grade 7) Code 1903

**Purpose:**

The Assistant Director of Development is a mission critical position and key member of the Asia Society External Affairs team, responsible for development and implementation of a comprehensive plan for identification, cultivation, solicitation, and stewardship of donors in support Asia Society New York's roughly \$7M annual unrestricted funds fundraising goal.

The Assistant Director of Development serves as a strong deputy to the Executive Director of Development and will have exposure to all areas of the External Affairs Department while primarily focusing on the Individual Donor and Special Events segments.

## RESPONSIBILITIES:

- Manage various fundraising programs geared towards Individual Donors at Asia Society New York, which includes a large segment of the Patron program, and the entirety of the Asia Circle Young Patrons Program (roughly \$350K/year)
- Coordination with the Operations team on the General Membership program (roughly \$300K/year)
- Manage Special Events at Asia Society New York, including Asia Society's marquee annual Asia Game Changers Awards Dinner at the United Nations, the Spring Party, and numerous cultivation and stewardship events that are held each year at Asia Society New York. (roughly \$1.5M/year)
- Execute robust, strategic prospect research for both the Individual Donor and Special Events areas of responsibility.
- Contribute to strategy for Asia Society New York fundraising initiatives, including other unrestricted funds programs, the Asia Society Museum and arts and culture program, the Asia Society Policy Institute, the Center for U.S.-China Relations, and the Center for Global Education.
- Support numerous events each year at Asia Society New York, including large public programs, meals, and small discussions with donors and prospective donors.
- Demonstrate successful advancement of donors, both in terms of efficient moves management of donors from prospect to funder, as well as elevation of gift size year on year.
- Maintain excellent organization of account plans and project plans, as well as well-maintained records in the fundraising database.

Asia  
Society



Founded in 1956 by  
John D. Rockefeller 3rd

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725 Park Avenue  
New York, NY 10021-5088  
Phone/Fax 212.288.6400  
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## QUALIFICATIONS:

- History of demonstrable success in non-profit fundraising or related field.
- Strong attention to detail, as well as skills and background in successfully managing events and/or dynamic accounts.
- Demonstrate independent initiative and self-direction as well as ability to work effectively as a team member.
- Ability to think creatively as well as analytically.
- Excellent written and verbal communication skills in English.
- Ability to contribute positively to a professional, collaborative work environment.
- Possess a personal presence that is characterized by a sense of honesty, integrity, and caring with the ability to inspire and motivate others to promote the philosophy, mission, vision, goals, and values of Asia Society.
- Ability to exercise a high level of discretion, confidentiality and independent judgment.
- Ability to work effectively under pressure and respond to changing priorities, while adhering to deadlines
- Experience with Raiser's Edge or other fundraising database technology strongly desired; aptitude to learn database fundamentals is essential.
- Bachelor's degree and 5-6 years of fundraising or related experience with track record of success
- Demonstrated proficiency with Microsoft Office Suite required, and proficiency with donor database software highly desired

## 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



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- 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 change

**HOW TO APPLY:**

Please email your cover letter, resume, and salary requirements to [externalaffairsjobs@asiasociety.org](mailto:externalaffairsjobs@asiasociety.org). Indicate job title and reference code 1903 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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