**Asia Society Career Opportunity**

**Location: San Francisco/Silicon Valley**

**Position: Membership & Corporate Partnership Manager Code 1915**

**Purpose:**

Reporting to the Director of Development, the Membership & Corporate Partnership Manager will oversee the Asia Society Northern California Center’s membership and corporate partnership program and guide strategy for all membership communications and for individual and corporate donors.  The manager is primarily responsible for growing the donor base; and for implementing creative, innovative appeals for members as well as annual supporters.  The successful candidate for this role will take ownership of the position, have a proven track record of conducting effective appeals, foster continued engagement from our donor base, and exhibit a proactive donor-centered approach. S/he must thrive in working with individual donors and demonstrate a drive for excellence within the field of fundraising.

The Manager helps ensure, as one of his or her highest priorities, that the Center’s fundraising campaigns are effective, well-coordinated, delivered according to plan, and that current and new audiences are engaged in the Center’s mission.

**RESPONSIBILITIES:**

* Oversee all aspects of developing, strengthening and maintaining the membership program, including developing an annual membership plan including long and short-term membership benchmarks and budgets; strategically grow the Center’s membership through analysis of data and trends, and annually refine and advance processes that drive member satisfaction and revenue.
* Ensure that a culture of service to members and supporters is preserved and promoted throughout the Center and respond to inquiries from current and prospective members in a timely manner, tracking all contact results. Manage on-line and phone communication with constituents utilizing excellent oral and written skills with attention to detail, quality-assurance and accuracy.
* Increase the size of and revenue generated by our membership base by employing industry best practices in new member acquisition, direct-mail fundraising appeals, membership renewals and online fundraising campaigns, while maintaining a better membership renewal rate. Fundraising appeals include all membership drive campaigns, and targeted appeals. S/he will seek to engage target audiences, ultimately convert supporters to members, and take additional priority actions that support the Center’s mission.
* Develop and track the membership and appeals revenue and expense budgets and assist with the development of annual materials for membership promotion and fulfillment.
* Work closely with Programs staff to segment and customize communications with various groups within the membership base as needed. Coordinate gift processing and membership fulfillment, ensuring that all gift entry and acknowledging/receipting is completed accurately and efficiently.
* Establish effective working relationships with mail houses, printers, and other vendors as required. Maintain sufficient inventory of materials needed for in-house fulfillment and programs.
* Support the Director of Development with corporate membership stewardship, including serving as point of contact for Annual Dinner sponsorships and preparing customized post-event impact reports.
* Partner with the Programs team - overseeing the Young Professionals Group, including managing events (San Francisco and Silicon Valley), establishing policies and procedures for the formation and governance of this group, and ultimately increase the membership of young professionals to the Center. Goals and metrics for this group should be included within the membership annual plan.
* Select, coordinate, and work with volunteers as applicable, with ability to document new processes and train staff, interns and volunteers in best practices.
* Serve as the Center’s representative with external constituents as needed.

**QUALIFICATIONS:**

* A four-year undergraduate degree, plus 4-5 years of related work experience including membership, corporate and/or annual fund experience, ideally in a non-profit setting, for a membership or annual fund program with thousands of members.
* Demonstrated interest, and ideally first-hand experience, about Asia and U.S.-Asia relations in policy, arts and/or education.
* Excellent written and verbal communication skills with the ability to write quickly and accurately on deadline. Experience in communicating to Asia-related audiences preferred. Ability to communicate and work well with all levels of staff, vendors, members, donors, community partners and others.
* Ability to communicate and work well with all levels of staff, vendors, members, donors, community partners and others.
* Superior organizational skills and ability to handle a multitude of tasks, including experience in project management and setting and adhering to deadlines.
* Ability to work independently with limited supervision and high motivation. S/he should provide a visionary approach to the work; must be a self-starter with the ability to refine processes and increase efficiency.
* Willingness to work evenings.
* Strong ability to interact across time zones and with diverse constituencies, including experts, funders/donors, and all levels of staff with tact and good judgment
* Successful candidates will have a solid track record assisting with events; two (2) years of direct oversight in event management is a plus.

**How To Apply:**

Please email your cover letter, resume, and salary requirements to sanfrancisco@asiasociety.org or fax to (415) 421-2465. Indicate job title in the subject line. No phone calls please. Asia Society is an equal opportunity employer.