

Asia Society Career Opportunity

Location: Washington, D.C.

Position: Program Director and Deputy Director, Washington D.C.

Office Code 1926

Purpose:

The Asia Society Policy Institute (ASPI), a solution-oriented think- and do-tank headquartered in New York with an office in Washington, D.C., seeks a substantive Program Director and Deputy Director of the office to develop and implement policy projects, provide day-to-day management of the D.C. office staff, help to develop and implement office programs and initiatives, and help to deepen relationships with the U.S. and Asian policy communities in Washington. The Program Director title will be amended to reflect the area of expertise of the chosen candidate in areas of security, development, sustainability, etc. (e.g. Director of Political-Security Affairs and Deputy Director, Washington D.C. Office). This position reports to the Vice President and Managing Director of the ASPI Washington D.C. Office.

Responsibilities:

(75% of time):

- Engage in the design, goal-setting, and implementation of ASPI policy projects in director's stated field of expertise.
- Build and strengthen relationships and partnerships with stakeholders in these initiatives across multiple geographies, but particularly those based in Washington: U.S., Asian, and other international government officials; business leaders; representatives from multilateral organizations and civil society; etc.
- Identify experts and leaders from stakeholder groups to take part in initiatives; manage this engagement and liaise with participants
- Develop, organize, and execute meetings and private and public events focused on your thematic area
- Stay abreast of new developments in your area of focus; analyze policy; lead in the coordination and development of policy roadmaps and recommendations; draft white papers and articles for myriad audiences
- Represent ASPI in both public settings and private, high-level briefings
- Develop and implement strategies for promoting ASPI initiatives among local and global audiences and securing the attention and engagement of influential constituencies
- Manage the tasks of staff engaged in your initiatives, as well as the budget of these initiatives, in concert with ASPI senior leadership

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725 Park Avenue
New York, NY 10021-5088
Phone 212.288.6400
Fax 212.517.8315
www.AsiaSociety.org

- Plan and carry out fundraising activities for your projects and portfolio, in coordination with the Asia Society’s development department and ASPI senior staff

(25% of time):

- Serve as deputy of the D.C. Office and back up to Vice President. Assist with day-to-day office operations, including reviewing staff work products, leading staff meetings, and directing junior personnel.
- Ensure close coordination between ASPI’s D.C. office and NY headquarters, as well as other Asia Society centers as needed.
- Assist in expanding the network of partnerships and stakeholder relationships for the D.C. office, particularly with the U.S. government, Congress, and embassies, in close coordination with other Asia Society senior staff
- Assist in developing, coordinating, and implementing programs and initiatives for the D.C. office, including Congressional, stakeholder, and Embassy office-wide programs involving ASPI senior leadership.
- Engage in other duties as assigned.

Qualifications:

- At least 10 years of progressively responsible experience managing and leading initiatives in the Asian security/diplomatic/innovation/development fields.
- Expertise in Asian security/diplomatic/innovation/development policy and U.S.-Asia or intra-Asia relations.
- Professional experience analyzing or working on key issues in Asian security/diplomatic/innovation/development affairs.
- Proven history of generating impact in the policy space by engaging government officials, business leaders, and other influential constituencies in policy projects.
- Professional experience participating in multidisciplinary, collaborative research, analysis, and development projects on Asian security/diplomatic/innovation/development policy.
- Experience managing staff in a matrixed organization preferred; experience in nonprofit management including strategy, fundraising, and administration a plus.
- Experience in developing, coordinating, and running programs and initiatives.
- Advanced degree in international relations/affairs, political science, public policy, international economics, or other related area preferred.
- Proficiency in an Asian language a plus; fluency in English required.
- Experience living and/or working in Asia preferred.

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How to Apply:

Please email (1) cover letter addressing qualifications and salary requirements and (2) resume to aspijobs@asiasociety.org. These attachments should be PDF or MS Word files.

The email subject line should indicate the job title and code for the thematic area in which you are applying, and your last name.

Only complete applications will be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted.

Asia Society is an equal opportunity employer.

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