

JOB DESCRIPTION

Job Title: Special Events Manager
Reports to: Director of Development
Classification: Full time/Exempt
Work Schedule: Min. 40 hours per week;
required to work some evenings and weekends

Organizational Summary:

With 12 locations across the globe, Asia Society is the leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among the peoples, leaders, and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, the Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future. Asia Society Texas Center operates as a separate 501(c)(3) organization and is an affiliate of the Asia Society global network.

Position:

The Special Events Associate is a key member of the development department and responsible for critical areas associated with Asia Society's fundraising and audience development.

- Management of **Tiger Ball**, Asia Society's premier gala, which generates over one-third of fundraising revenue each year.
- Management of activities related to on and off-site **donor-centered receptions and other fundraising events** from planning to execution. At times, this includes assisting Program Department in execution of program related stewardship events.
- Management of **Huffington Award Luncheon**, the largest business and policy event held annually.
- Management of luncheons and receptions related to signature programmatic series, such as Women's Leadership Series.
- Support of the Facility Rentals Events Manager in coordinating and executing facility rentals with external clients during peak seasons.

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Overall, the Special Events Manager sees to logistics and conceptualization of fundraising events (large and small) and forges effective cross-department collaboration in the execution of events related to major programming areas (like the Women's Leadership Series and the Huffington Award Luncheon). Other department-related duties will be assigned from time to time.

Responsibilities:

This position entails the following general areas of responsibility:

- Prepare and maintain event budgets, including preparation of expense projections, tracking of outgoing expenses, finding cost-saving solutions, and ensuring timely vendor payments.
- Manage and maintain all vendor relationships: negotiating services; oversight of service delivery.
- Coordinate between various Asia Society departments to ensure positive execution of events, including proper scheduling of vendor activities on-site.
- Direct event mailing calendar, including scheduling save the dates, invitations, follow up, and other forms of communication; collaborate with other development staff members in preparing donor event lists.
- Assist in event-related communications with ASTC patrons and partners: creating and sending event invitations, tracking RSVPs, and communicating essential event details.
- Assist contributors who are hosting off-site events on behalf of Asia Society.
- Attend and execute evening events when needed.
- Actively participate in staff committees as necessary and appropriate.
- Outside the box thinking with regard to event planning and execution.

Qualifications:

- B.A. or B.S. degree from an accredited University
- 3 or more years of experience in events management, fundraising, or other nonprofit work dealing with the general public.

Personal Characteristics:

- Maturity, diplomacy, calm under pressure
- Excellent interpersonal and team skills
- Strong communications skills, written and oral
- Demonstrated resourcefulness and good judgment
- Values diversity of thought, backgrounds and perspectives

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- Ability to multi-task while maintaining attention to detail
- Personal integrity and ethical standards

Requirements:

The requirements listed with this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills:

Ability to read, analyze and interpret event quotes, budgets, and timelines. Ability to respond effectively to sensitive inquiries or complaints. Ability to write a business letter as well as proposals and other grant requests. Comfortable and competent in speaking to vendors and donors.

Reasoning Ability:

Ability to define problems, collect data, establish facts and draw valid conclusions.

Other Skills and Abilities:

Position requires demonstrated applied skills in word processing and spreadsheet operations, including but not limited to, The Raiser's Edge and Microsoft Office (Word, Excel and Power Point) and the ability to learn fund raising software related to event management. Ability to work without direct supervision in a small office environment is required. Ability to hold a valid Driver's License and possess a car that can be used for work purposes.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.



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Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

Compensation:

Commensurate with experience. Asia Society Texas Center offers an attractive benefits package.

Materials Required for Candidacy:

1. Letter of Interest/Cover letter
2. Resume
3. Finalists will be required to provide three current references
4. Background check required

Relocation Expenses:

No relocation costs or travel for interviews will be covered by Asia Society Texas Center.

Please send resume and cover letter to:

HR Department

HrDept@asiasociety.org

Indicate job title 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.

For more information:

AsiaSociety.org/Texas