



Texas Center

JOB DESCRIPTION

Job Title: Director of Institutional Giving
Reports to: Executive Director
Classification: Full Time - Exempt
Work Schedule: 40 hours per week; will be required to work some evenings and weekends.

Organizational Summary:

With 12 locations throughout the world, Asia Society is the leading educational organization promoting mutual understanding and strengthening partnerships among the peoples, leaders, and institutions of Asia and the west. Asia Society Texas Center executes the global mission with a local focus, enriching and engaging the vast diversity of Houston through innovative, relevant programs in arts and culture, business and policy, education, and community outreach. Asia Society Texas Center operates as a separate 501(c)(3) organization and is an affiliate of the Asia Society global network.

Position Overview: The Director of Institutional Giving is responsible for planning, implementing and executing development (fundraising) activities related to corporations, foundations, and government sources. The Director of Institutional Giving has revenue goals of approximately \$600-700K annually. The primary duties include writing grants, developing reports to foundations and corporations, meeting with foundation grant officers, and building relationships and making the asks with corporations. The position reports to the Executive Director and is a key member of a 4.5 Development Team

How to Apply:

Please send resumes and salary expectations to the HR Director at HRDept@AsiaSociety.org or Asia Society Texas Center, 1370 Southmore Blvd., Houston, TX 77004.

Indicate the job title in the subject line.

No phone calls, please..