

ASIA SOCIETY SOUTHERN CALIFORNIA
SEEKING TO FILL POSITION OF
EXECUTIVE DIRECTOR

ORGANIZATION: Asia Society

TITLE: Executive Director

DIVISION: Southern California Center

REPORTS TO: The Chairman and the Executive Committee of the Southern California Center, and to Chief Financial Officer and Vice President, Operations, the latter of whom is located in New York City at Asia Society Headquarters.

PURPOSE: To lead the activities of the Southern California Center in support and collaboration with the Executive Committee to develop and advance the mission of the Asia Society and the U.S./Asia programming focus, creating a strong presence for the Asia Society in Southern California. This includes the creation of diverse programming, a strong financial base, and broad support of the organization.

RESPONSIBILITIES:

- Core Programming - (1) Lead and manage the development of programs that cover all aspects of the U.S./Asia relationships and span a broad range of program formats; (2) implement, promote, and assess key programs including annual dinner, US-China Film Summit and Pacific Cities Sustainability Initiative; (3) develop and coordinate large scale domestic and international multi-track conferences that can attract and manage a large number of participants.
- Secondary Programming – Develop and implement programs covering all the major markets of Asia/Pacific geographically, across the fields of arts, business, culture, education and policy.
- Support Groups - Manage relations with and recruit members for the (1) Executive Committee; (2) Advisory Board; (3) Corporate Sponsors; (4) Collaborating Organizations, and (5) Media Supporters.
- Establish the Southern California Center as a “center of excellence” in one or more specific program areas (i.e. entertainment, economic forecasting, sustainability or trade) and actively link it to the rest of the Asia Society

Asia

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network. Engage with local, national and international organizations to further advance the Asia Society and the Southern California Center.

- Budget - Overall responsibility for profitably expanding the Center budget, including goals, preparation and fulfillment.
- Fundraising - Substantially increase annual fundraising by developing corporate support through corporate membership and individual memberships, and seeking foundation grants.
- Public Relations/Branding - Establish, oversee and enhance the marketing and branding that promotes the brand and exposure of the Southern California Center and the U.S./ Asia business focus of the Southern California Center, especially in the areas of digital and social media.
- Develop and enhance relationships with community, national and international organizations, including educational organizations, think tanks, NGO's, museums, cultural organizations and key figures in Southern California and elsewhere in the United States and Asia as necessary to further and enhance the Society's mission.
- Asia Society Network - Represent Southern California Center throughout the Asia Society network in the U.S. and Asia, including joint programming and development, as well as Asia Society at large cooperative efforts.
- Develop and maintain strong and effective working and programming relationships with other Asia Society Centers.
- Office Administration - Recruit, supervise and evaluate appropriate levels of staff and interns.
- Other duties as assigned.

QUALIFICATIONS:

- The demonstrated ability to work effectively in culturally and ethnically diverse communities, as well as a commitment to inclusiveness and the ability to work effectively and successfully across diverse cultures is required.
- The demonstrated ability to work effectively with diverse groups of internal and external stakeholders and constituencies, both domestically and internationally.
- Strong and effective oral and written communication skills are required for success.
- Understanding of the major political, economic and social issues in U.S.- Asian relationships is required.
- Experience in non-profit management, including fundraising, institution-building, board development, public relations and membership solicitation is preferred.

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ASIA SOCIETY SOUTHERN CALIFORNIA

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www.AsiaSociety.org/SoCal

- Although not required, proficiency in one or more Asian languages would be preferred, as would previous living and working experience in Asia.
- Ability to work collaboratively with other internationally oriented non-profit organizations.
- Highly motivated self-starter with keen ability to work independently as well as collaboratively.
- Advanced academic degree in a relevant field preferred, with no less than ten years of related work experience required for consideration.
- Ability to travel to and across Asia in connection with Asia Society activities. The Executive Director will also travel to the New York headquarters once or twice annually to consult with officers and staff at the headquarters and participate in meetings of the Society's Board of Trustees.

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COMPENSATION AND BENEFITS:

The Asia Society Southern California Center will provide the new Executive Director with a salary and benefits package commensurate with their experience and the importance of the role.

CONTACTS:

Please contact the following in confidence with questions, recommendations and/or expressions of interest:

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