

JOB DESCRIPTION

TITLE: Director of Development

LOCATION: San Francisco

DATE: August, 2017

GRADE: 10

PROGRAM/DEPT: Asia Society Northern California Center (ASNC)

REPORTS TO: Assistant Executive Director

PURPOSE:

The Director of Development works directly with the Executive Director, Assistant Executive Director, Associate Director, and Advisory Board to establish and execute the strategic direction and overall management of fundraising initiatives, both corporate and individual. These include planning annual and long-range strategic plans.

The Director of Development plays a key leadership role within ASNC. Responsibilities include: implementation of development, membership, marketing, development budget, monitoring, managing development interns and volunteers and coordinating special events Working in this capacity requires experience in strategic planning, donor cultivation and stewardship, public relations, audience development, and event planning. Successful candidates must be at ease in cross-cultural settings, comfortable working with board members and senior level executive officers, able to communicate effectively with a wide range of people, and able to implement events that strengthen relationships between the peoples of Asia and the US. The DOD also represents the organization at philanthropic-related events and meetings.

RESPONSIBILITIES:

- Conceptualize and execute development strategies, special events, and corporate programs. These include: membership drives, the Annual Dinner benefit, President Circle and board appreciation events, and other activities aimed at cultivating donors and sponsors.
- Program-related duties include: working with the Associate Director to draft content and oversee the creation and design of all solicitation collateral materials with specific reference to individual and corporate giving, interacting with co-sponsors, securing event venues, publicizing, brand development, implementing marketing strategies, and overseeing catering for private program events.
- Develop and manage calendar for fundraising activities.
- In cooperation with the Executive Director and Assistant Executive Director, establish development goals, plan development strategy, and implement creative and

comprehensive identification, qualification, cultivation, solicitation and stewardship strategies for a portfolio of corporate and foundation prospects.

- Draft membership and development reports, including: New York annual membership report, newsletter membership reports, Advisory Board development reports, and special event budgets.
- Work with Executive Director, Assistant Executive Director, and Associate Director to identify funding sources, program sponsors, foundations and potential donors.
- Manage stewardship; oversee support staff working on fundraising activities including donor research, tracking and acknowledgement for appropriate public recognition, and annual appeals.
- In cooperation with the Executive Director, Assistant Executive Director, and Associate Director, research grants and draft funding proposals, letters, and reports.
- Manage and collaborate with grant writers for foundation support.
- Supervise the development, maintenance and ongoing design of Raiser's Edge to monitor and track all contributions and generate reports and analysis as required.
- Identify, cultivate, solicit and build, close and steward corporate and community partnerships and alliances.
- Implement and supervise internship program for Development Interns. Recruit, oversee, and engage volunteers and staff for special events.
- Oversee media contact for special events.
- Work with the Executive Director, Assistant Executive Director, Associate Director, program staff, and accounting personnel to coordinate allocations of funding to program and development areas in annual budgeting processes.
- Other duties as assigned by the Executive Director and Assistant Executive Director.

QUALIFICATIONS:

- Advanced degree desirable; B.A. required
- Familiarity with Bay Area philanthropic community particularly with Asian and Asian American Communities, business community and policy community
- Demonstrated experience in fundraising, event planning, public relations, membership, marketing and development with 7-9 years of experience
- Attention to detail
- Strong administrative ability and prior supervisory experience
- Excellent oral, writing, and proofreading skills
- Familiarity with fundraising software Knowledge of Asian languages a plus
- Knowledge of Asia through travel or living experience desirable
- Familiarity with Asian arts, culture, business, and policy

COMPETENCIES:

Leadership:

- Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals
- Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

Professional and Results-Oriented:

- Seeks to consistently produce results that achieve goals and objectives
- Conscientious and efficient in meeting commitments and observing deadlines Able to work independently with minimum supervision
- Good judgment, tact and discretion
- Ability to translate ideas into action

Collaboration and Teamwork:

- Excellent skills in communicating with people from different cultures, backgrounds, and across time zones
- Works with others towards common purposes to achieve shared goals by developing and maintaining responsive, cooperative and mutually beneficial internal and external relationships
- Acts as a global facilitator to have conversations, exchange ideas and build understanding

Innovation:

- Identifies new and creative ways of doing something or solving a problem that improves, changes and results in value to the organization and constituencies (could be through technology or introducing new ways of thinking)
- Uses technology for impact, reach and efficiency, such as through social media, databases, etc.

Technical Expertise:

- Professional competencies in the related field of work
- Recognizes trends in theory and practice of one's own technical area and effectively prepares for anticipated changes

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.