

<b>Job Title</b>	<b>Associate Director, Development and Partnerships</b>	<b>Location</b>	<b>Melbourne</b>
<b>Reports To</b>	<b>Chief Executive Officer</b>	<b>Type</b>	<b>Full-time</b>
<b>Overview of the Position</b>			
<p><i>Associate Director, Development and Partnerships (Melbourne) is responsible for the acquisition, engagement and retention of corporate and individual members, securing new funding opportunities and growing Asia Society Australia Centre in Melbourne.</i></p>			
<b>Key Duties</b>			
<ul style="list-style-type: none"> <li>• Lead the development and implementation of our business development strategy to grow membership's acquisition, revenue, awareness and loyalty in Melbourne.</li> <li>• Build upon an existing portfolio of member, partner and donor relationships.</li> <li>• Secure new funding opportunities (grants, sponsorships and philanthropy).</li> <li>• Develop and grow partnerships with government, private sector, education, cultural and philanthropic organisations</li> <li>• Manage business development and membership budgets, and evaluate effectiveness and identify improvements to outcomes and process.</li> <li>• Work collaboratively with the CEO, Board, Advisory Council and Asia Society team to deliver a valued and seamless service and engagement experience.</li> <li>• Work collaborative with Asia Society's global development, marketing and communications teams to leverage Asia Society's global brand, programming and network.</li> <li>• Other duties as required by the Organisation</li> </ul>			
<b>Selection Criteria</b>			
		<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>			
Bachelor's degree or higher in Business, Communications, International Studies or related field		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Experience</b>			
Minimum 5 years + experience in relevant roles in business, government, education or not-for-profit sector.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Knowledge</b>			
Demonstrated expertise in member acquisition, engagement and retention, gained in commercial, non-profit and/or member association roles		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrated experience and expertise in business development		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Selection Criteria	Essential	Desirable
<b>Knowledge</b>		
Excellent relationship-development and management skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Highly-developed oral and written communication skills and demonstrated ability to effectively engage with senior executives in business, government and education sectors	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience in developing and securing funding opportunities (grants, sponsorships, or philanthropic investments)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proven experience as a change agent, with strategic vision and experience in developing a new organisational function, business transformation or improvement program	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience working collaboratively across the organisation to establish a strategic direction and lead sustainable business growth	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interest and/or work experience in Asia, ideally demonstrating some general knowledge on Asia / international relations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Computer Skills</b>		
Proficient in Microsoft Office Suite	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Customer Relationship Manager (CRM) Systems	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Other</b>		
Ability to travel interstate and overseas when required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work before/after standard business hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>To Apply</b>		
<p><b>Position Enquiries:</b>            Philipp Ivanov – Chief Executive Officer, Asia Society Australia (03) 9686 3513 or <a href="mailto:HR_AUS@asiasociety.org">HR_AUS@asiasociety.org</a></p> <p><b>How to apply:</b></p> <ol style="list-style-type: none"> <li>1. Please e-mail your CV and a cover letter addressing the selection criteria in <u>one</u> Word or PDF document to <a href="mailto:HR_AUS@asiasociety.org">HR_AUS@asiasociety.org</a> by <b>COB 10 November 2019</b></li> <li>2. Please indicate the job title in the subject line.</li> </ol>		