



*Navigating Shared Futures*

## **Asia Society Career Opportunity**

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**Location:** New York or Washington, D.C.

**Department:** Asia Society Policy Institute

**Position:** Director of South Asia Initiatives

**Reports To:** Vice President for International  
Security and Diplomacy

**Job Type:** Full-Time

**FLSA Status:** Exempt

**Salary Range:** \$110,000 - \$125,000

### **POSITION SUMMARY:**

The Asia Society Policy Institute, a solutions-oriented think and do tank headquartered in New York with an office in Washington, D.C., seeks a Director of South Asia Initiatives to develop and implement projects with a focus on South and Central Asia that will have a meaningful impact in the policy space.

### **RESPONSIBILITIES:**

- Engage in the design, goal-setting, and implementation of individual and collaborative policy projects focused on South and, as warranted, Central Asia.
- Build a network of relationships with U.S. and international stakeholders relevant to regional policy issues. Establish and maintain contacts with influential policy makers in the U.S., Indian, and other governments as appropriate, as well as with relevant leading scholars, business figures, and policy influencers.
- Develop, organize and conduct meetings and private and public events.



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- Represent ASPI in public and private conferences on South and Central Asia, including worthwhile panel discussions, working groups, and task forces.
- Author opinion pieces, analytic reports, policy roadmaps, and recommendations for U.S.-based, regional, and international audiences, as well as pieces for publication on the Asia Society Policy Institute website.
- Conduct media interviews, podcasts and video programs on South and Central Asia issues and maintain an effective and substantive social media presence.
- Design individual and collaborative research projects and fundraise for projects and portfolio activities in coordination with Asia Society's development department and ASPI senior staff.
- Collaborate with team members on projects and events as well as with other teams in ASPI as warranted, including the climate change team, the trade/economics team, and the China analysis center.
- Support the president and vice presidents of ASPI on South and Central Asia policy issues, including media engagements, meetings, and speeches.
- Coordinate and collaborate with Asia Society's centers on work related to South Asia
- Other administrative and supervisory duties, as assigned.

**REQUIREMENTS:**

- Advanced degree in international relations/affairs, political science, public policy, international economics, or other related area preferred.
- At least 7 years of experience, including at least three years in directly managing and leading initiatives focused on South and/or Central Asian foreign policy issues.
- Expertise in India's foreign policy including its relations with China, the U.S., Pakistan, the QUAD, and South, Central, and East Asia.



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- Demonstrated competence in media interviews, public speaking, and writing.
- Experience in developing, coordinating, and running programs and initiatives.
- Proficiency in an Asian language a plus; fluency in English required.
- Experience living and/or working in Asia preferred.

**COMPENSATION AND BENEFITS:**

**Salary Range:** \$110,000 - \$125,000

Compensation within this range is determined by skills, experience, and organizational equity.

Asia Society offers a generous benefits package including health, dental, and vision coverage, a 403(b) retirement plan, numerous paid holidays, tuition reimbursement, self-development hours, and more. Please visit [www.asiasociety.org/about/careers](http://www.asiasociety.org/about/careers) and click on "Employee Benefits" to view our full benefits summary

Benefit package highlights:

- An HRA plan (fully funded by Asia Society) supplements our medical plan and covers the full annual deductible.
- After 1 year of service (1,000 hours), Asia Society contributes 6% of gross earnings to an eligible employee's 403(b) account, regardless of whether the employee makes their own contributions.
- Asia Society offers Self-Development time off, including Self-Development Summer Fridays between July 4<sup>th</sup> and Labor Day.

**ABOUT ASIA SOCIETY:**

Asia Society, founded by John D. Rockefeller the 3rd in 1956, is a global non-profit dedicated to identifying future pathways for Asia and the world which enhance peace, prosperity, freedom, equality, and sustainability. Headquartered in New York City, with 15 centers located in Asia, Europe, and the U.S., the Asia Society has a dynamic and impressive board of trustees of more than 70 international leaders representing thought leadership in



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policy, the arts, and education as well as in governance and philanthropy.

Asia Society is committed to creating a diverse, inclusive, and empowering workplace. We believe that engaging staff, interns, and volunteers with diverse backgrounds enables us to better realize our mission of navigating shared futures.

**HOW TO APPLY:**

To be considered for this role, all interested applicants must submit a completed application to the following email: [aspijobs@asiasociety.org](mailto:aspijobs@asiasociety.org).

A completed application must include:

- Resume or CV
- Cover Letter
- Salary Requirements
- Subject line containing: job title and your last name

*Asia Society is an Equal Opportunity Employer who values diversity in the workplace. Women and people of color are strongly encouraged to apply.*