



Navigating Shared Futures

Asia Society Career Opportunity

HONG KONG

HOUSTON

LOS ANGELES

MANILA

MELBOURNE

MUMBAI

NEW YORK

SAN FRANCISCO

SEOUL

SYDNEY

TOKYO

WASHINGTON, D.C.

ZURICH

Location: Washington, D.C.

Department: Asia Society Policy Institute

Position: Program Director and Deputy Director,
Washington, D.C. Office

Reports To: Vice President and Managing Director,
Washington, D.C. Office

Job Type: Full-Time

FLSA Status: Exempt

Salary Range: \$135,000 - \$145,000

POSITION SUMMARY:

The Asia Society Policy Institute (ASPI), a solution-oriented think- and do tank headquartered in New York with an office in Washington, D.C., seeks a substantive Program Director and Deputy Director of the office to develop and implement policy projects, provide day-to-day management of the D.C. office staff, help to develop and implement office programs and initiatives, and help to deepen relationships with the U.S. and Asian policy communities in Washington. The Program Director title will be amended to reflect the area of expertise of the chosen candidate in either a geographical or functional area, such as: **Security, Technology, Congressional Affairs, Sustainability, and Southeast Asia** (e.g. Director of Technology Policy and Deputy Director, Washington D.C. Office).

RESPONSIBILITIES:

Program Director (75% of time):



Navigating Shared Futures

HONG KONG

HOUSTON

LOS ANGELES

MANILA

MELBOURNE

MUMBAI

NEW YORK

SAN FRANCISCO

SEOUL

SYDNEY

TOKYO

WASHINGTON, D.C.

ZURICH

- Engage in the design, goal-setting, and implementation of ASPI policy projects in director's stated field of expertise.
- Build and strengthen relationships and partnerships with stakeholders in these initiatives across multiple geographies, but particularly those based in Washington: U.S., Asian, and other international government officials; business leaders; representatives from multilateral organizations and civil society; etc.
- Identify experts and leaders from stakeholder groups to take part in initiatives; manage this engagement and liaise with participants
- Develop, organize, and execute meetings and private and public events focused on your thematic area
- Stay abreast of new developments in your area of focus; analyze policy; lead in the coordination and development of policy roadmaps and recommendations; draft white papers and articles for myriad audiences
- Represent ASPI in both public settings and private, high-level briefings
- Develop and implement strategies for promoting ASPI initiatives among local and global audiences and securing the attention and engagement of influential constituencies
- Manage the tasks of staff engaged in your initiatives, as well as the budget of these initiatives, in concert with ASPI senior leadership
- Plan and carry out fundraising activities for your projects and portfolio, in coordination with the Asia Society's development department and ASPI senior staff

Deputy Director (25% of time):

- Serve as deputy of the D.C. Office and back up to Vice President. Assist with day-to-day office operations, including reviewing staff work products, leading staff meetings, and directing junior personnel.
- Ensure close coordination between ASPI's D.C. office and NY headquarters, as well as other Asia Society centers as needed.



Navigating Shared Futures

HONG KONG
HOUSTON
LOS ANGELES
MANILA
MELBOURNE
MUMBAI
NEW YORK
SAN FRANCISCO
SEOUL
SYDNEY
TOKYO
WASHINGTON, D.C.
ZURICH

- Assist in expanding the network of partnerships and stakeholder relationships for the D.C. office, particularly with the U.S. government, Congress, and embassies, in close coordination with other Asia Society senior staff
- Assist in developing, coordinating, and implementing programs and initiatives for the D.C. office, including Congressional, stakeholder, and Embassy office-wide programs involving ASPI senior leadership.
- Engage in other duties as assigned.

REQUIREMENTS :

- Advanced degree in international relations/affairs, political science, public policy, international economics, or other related area preferred.
- At least 9 years of progressively responsible experience managing and leading initiatives in an area of Asia policy.
- Expertise in a specific sub-field of Asia policy and U.S.-Asia or intra-Asia relations.
- Professional experience analyzing or working on key issues in Asian affairs.
- Proven history of generating impact in the policy space by engaging government officials, business leaders, and other influential constituencies in policy projects.
- Professional experience participating in multidisciplinary, collaborative research, analysis, and developing projects on Asian policy in your field of expertise.
- Experience managing staff in a matrixed organization preferred; experience in nonprofit management including strategy, fundraising, and administration a plus.
- 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: \$135,000 - \$145,000



Navigating Shared Futures

HONG KONG

HOUSTON

LOS ANGELES

MANILA

MELBOURNE

MUMBAI

NEW YORK

SAN FRANCISCO

SEOUL

SYDNEY

TOKYO

WASHINGTON, D.C.

ZURICH

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 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 4th 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 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:



Navigating Shared Futures

HONG KONG

HOUSTON

LOS ANGELES

MANILA

MELBOURNE

MUMBAI

NEW YORK

SAN FRANCISCO

SEOUL

SYDNEY

TOKYO

WASHINGTON, D.C.

ZURICH

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

A completed application must include:

- Resume or CV
- Cover Letter
- Salary Requirements
- Subject line containing: job title, geographic or functional area in which you are applying for, 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.