

# Asia Society Career Opportunity

**Location:** New York / Washington, D.C. / San Francisco / Los Angeles

**Position:** Director of Asian Sustainability, Asia Society Policy Institute  
(Grade 9) Code 1809

## **Purpose:**

With a problem-solving mandate, the Asia Society Policy Institute (ASPI) is a think and do tank that tackles major policy challenges confronting the Asia-Pacific in security, prosperity, sustainability, and the development of common norms and values for the region. ASPI seeks a Director of Asian Sustainability to continue the Institute's successful work toward a Northeast Asian Carbon Market. The Director will also play a lead role in developing, vetting, and implementing additional environmentally-focused policy projects and expanding the profile of ASPI's environmental sustainability work. This position can be based in ASPI offices of New York City or Washington, D.C., or Asia Society Center in San Francisco or Los Angeles, and reports to the Managing Director of ASPI.

## **Responsibilities:**

- Play a leading role in the narrative-building, design, and goal-setting, and serve as primary implementer and manager of projects in ASPI's environmental sustainability portfolio. At present, a key initiative is focuses on advancing carbon market cooperation and linkage in Northeast Asia.
- Build and strengthen relationships and partnerships with stakeholders in these initiatives across multiple geographies: 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 initiative task forces/steering committees; manage this engagement and liaise with these high-level 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 as an expert in both public settings and private, high-level briefings
- Develop and implement strategies for promoting ASPI's Asian Sustainability 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 the Managing Director of ASPI
- Plan and carry out fundraising activities for your portfolio, in coordination with the Asia Society's development department and ASPI senior staff

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John D. Rockefeller 3rd

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725 Park Avenue  
New York, NY 10021-5088  
Phone/Fax 212.288.6400  
AsiaSociety.org

- Support the offices of the ASPI President and Vice President in their sustainability-related work
- Engage in other duties as assigned

### Qualifications:

- At least 10 years of progressively responsible experience managing and leading initiatives in the environmental sustainability field
- Expertise in climate change mitigation strategies and environmental sustainability challenges and opportunities writ large, particularly in global and Asian contexts; familiarity with carbon pricing and emissions trading systems a plus
- Professional experience analyzing or working on key issues in Asian environmental sustainability
- 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 development projects in the sustainability space.
- Experience managing staff in a matrixed organization preferred; experience in nonprofit management including strategy, fundraising, and administration a plus
- Advanced degree in environmental policy, international relations/affairs, political science, public policy, or other related area preferred
- Proficiency in an Asian language a plus; fluency (written and spoken) in English required
- Experience living and/or working in Asia

### Competencies:

- Professional competency in policy analysis, development, and engagement; conscientious and efficient in meeting commitments, observing deadlines, and achieving results; able to work independently with minimum supervision; excellent judgment, tact and discretion
- Proven convening capacity and ability to readily connect with others and build effective coalitions to move forward an agenda.
- Superior problem-solving and decision-making skills; proven ability to manage projects, resources, and staff; ability to work successfully across time zones and with diverse constituencies, including government agencies, businesses, NGOs, and academic institutions; exceptional personal organization skills
- Advanced research, analytical, and evaluative skills, including the ability to synthesize disparate data and diverse perspectives on emerging and/or controversial issues
- Strong entrepreneurial spirit and ability to foster organizational development and innovation
- Outstanding written and oral communications skills with proven ability to present information clearly, concisely, and in a timely manner

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- Ability to use technology relevant to the job and to keep abreast of developments in the field

### **How to Apply:**

Please email (1) cover letter addressing qualifications and salary requirements and (2) resume to [aspijobs@asiasociety.org](mailto:aspijobs@asiasociety.org). These attachments should be PDF or MS Word files. Please indicate job title and code 1809 in the subject line.

Only complete applications will be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Please regard your resume as having been received unless your email is bounced back.

Asia Society is an equal opportunity employer.

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