

Asia Society Career Opportunity

Location: New Delhi, India

Position: India Policy Fellow

PURPOSE:

Asia Society seeks an India Policy Fellow based in New Delhi to expand the Asia Society Policy Institute's activities and impact in India and to support the work of the Asia Society India Center (based in Mumbai).

The Asia Society Policy Institute (ASPI) is a solution-oriented 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. The Asia Society is a leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among peoples, leaders, and institutions of Asia and the United States in a global context. The Asia Society India Center (ASIC), through its diverse and multidisciplinary programming, including public lectures, business discussions, policy roundtables, guided art tours, performances, and leadership programs, cultivates awareness of Asia Pacific affairs in the areas of policy, business, arts, and culture.

The India Policy Fellow will serve with the CEO of ASIC as a representative of Asia Society in New Delhi and play a leading role in developing and expanding its profile and activities. Reporting to the leadership of ASPI and ASIC, the Fellow will develop and implement ASPI's major policy initiatives related to India and India's relations with other Asian nations; the Fellow will also assist with ASIC programming in New Delhi. The Fellow will also seek to expand Asia Society's network within the Delhi policy and business communities and share Asia Society's work with business leaders, policymakers, and media.

RESPONSIBILITIES:

- Play a leading role in the design, goal setting, and engaging in all facets of implementation of ASPI's initiatives and projects that are focused primarily on India and the country's role and relationships with other Asian nations.
- Represent Asia Society in the Delhi policy community to build and strengthen relationships and partnerships with relevant stakeholders, including policymakers, academics, think tank experts, business leaders, and members of the press, as well as Asian diplomatic officials and representatives from multilateral organizations in India.
- Organize and plan ASPI events with ASIC featuring senior Indian, U.S., and Asian leaders in New Delhi.
- 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.

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John D. Rockefeller 3rd

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725 Park Avenue
New York, NY 10021-5088
Phone 212.288.6400
Fax 212.517.8315
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- 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 diverse audiences.
- Develop and implement strategies for promoting ASPI's other pan-regional initiatives on trade, security, and sustainability issues, and securing the attention and engagement of influential constituencies in New Delhi.
- Contribute to the development of policy-related programming organized by ASIC.
- Manage the tasks of staff engaged in your initiatives, as well as the budget of these initiatives, in concert with your supervisors at ASIC and ASPI.
- Plan and carry out fundraising activities for your portfolio, in coordination with the Asia Society's development department, ASIC, and ASPI senior staff.

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QUALIFICATIONS:

- At least 10 years of progressively responsible experience managing and leading initiatives on South Asian policy issues.
- Expertise in key issues in Asian security/sustainability/economic affairs and India's relations with East and Southeast Asia, as well as other countries in South Asia.
- Proven history of generating impact in the policy space by engaging government officials, business leaders, and other influential constituencies in policy projects.
- Demonstrated experience in policymaking or policy research, or in influencing policy from a business perspective.
- Experience working with staff in a matrixed organization preferred; experience in nonprofit management including strategy, fundraising, and administration a plus.
- Advanced degree in international relations/affairs, political science, public policy, international economics, or other related area preferred.
- Fluency in Hindi and English required.
- Commitment to fostering international cooperation in the Asia-Pacific.

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; capable of exercising 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.
- Experience participating in multidisciplinary, collaborative research, analysis, and project development on Indian security/sustainability/economics issues.
- Professional experience working for or collaborating with the Indian private sector and business community; understanding of both India's policy and business environments preferred.

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- Advanced research, analytical, and evaluative skills, including the ability to synthesize disparate data and diverse perspectives on emerging and/or controversial issues.
- Outstanding written and oral communications skills with proven ability to present information clearly, concisely, and in a timely manner.
- Ability to use technology relevant to the position and to keep abreast of developments in the field.

HOW TO APPLY:

Please email your cover letter, resume, and salary requirements to aspjobs@asiasociety.org Indicate job title: India Policy Fellow in the subject line. Resumes without cover letters will not 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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