

Asia Society Career Opportunity

Location: New York

Position: Grant Writer (Grade 6) Code 1808

Purpose:

Asia Society, a prestigious global not-for-profit organization, seeks a Grant Writer who will make an important contribution to our comprehensive foundation and government fundraising program. The ideal candidate will be an exceptional communicator, researcher, and writer and will work with external affairs and program staff to produce highly compelling written collaterals including proposals, reports, and other materials that represent Asia Society's mission and its diverse programming across the fields of arts and culture; education; and public policy. The position also encompasses additional fundraising-related responsibilities.

RESPONSIBILITIES:

- Write proposals, applications, reports, concept notes, briefs, letters of inquiry, acknowledgements, and other written materials for submission to private foundation and governments for Asia Society arts, policy, and education programming.
- Coordinate and manage application and reporting process for grants from major city, state and federal government agencies.
- Expand revenue pipeline through prospect identification, research, and strategic outreach. Update pipeline, manage grants calendar.
- Work closely, collaboratively, and independently with members of program, finance, executive, and external affairs departments throughout fundraising and grant cycle.
- Communicate directly with current and prospective donors on calls, email, and at meetings and Asia Society events. Extend invitations to Asia Society programs.
- Update database of foundation funders and prospects, and ensure accuracy in recording of funder histories, activities and profiles.
- Execute various administrative fundraising-related tasks.

QUALIFICATIONS:

- 3-4 years' experience in grant writing and reporting (including budgets and financial reporting), and prospect research. Proven track record of obtaining funding.

- Superior writing, analysis, and research skills. Ability to develop ideas into compelling donor collaterals.
- Understanding of funder landscape and processes, especially foundations and government; working knowledge of research resources for foundation and government fundraising.
- Excellent organizational and time management skills; ability to take initiative, manage multiple tasks simultaneously, problem solve, and work as part of a team.
- Flexible and adaptable to respond to new opportunities; takes a solutions-based, collaborative approach to unexpected challenges.
- Strong computer skills and proficiency in Word, Excel, PowerPoint, and database programs required (Raiser's Edge preferred)
- Bachelor's degree required. Master's degree preferred. Experience in the nonprofit sector a must.
- Knowledge of and interest in Asia (politics and culture) highly desirable.
- Availability to work occasional weeknights for events and deadlines.
- English proficiency at native level required.

COMPETENCIES:

Leadership:

Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals

- Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

Professional and Results-Oriented:

- Seeks to consistently produce results that achieve goals and objectives
- Conscientious and efficient in meeting commitments and observing deadlines
- Able to work independently with minimum supervision
- Good judgment, tact and discretion
- Ability to translate ideas into action

Collaboration and Teamwork:

- Excellent skills in communicating with people from different cultures, backgrounds, and across time zones
- Works with others towards common purposes to achieve shared goals by developing and maintaining responsive, cooperative and mutually beneficial internal and external relationships

- Acts as a global facilitator to have conversations, exchange ideas and build understanding

Innovation:

- Identifies new and creative ways of doing something or solving a problem that improves, changes and results in value to the organization and constituencies (could be through technology or introducing new ways of thinking)
- Uses technology for impact, reach and efficiency, such as through social media, databases, etc.

Technical Expertise:

- Professional competencies in the related field of work
- Recognizes trends in theory and practice of one's own technical area and effectively prepares for anticipated changes

How To Apply:

Please email your cover letter, resume, and salary requirements to externalaffairsjobs@asiasociety.org Indicate job title and reference code 1808 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.

Asia
Society



Founded in 1956 by
John D. Rockefeller 3rd

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

GLOBAL HEADQUARTERS
725 Park Avenue
New York, NY 10021-5088
Phone 212.288.6400
Fax 212.517.8315
AsiaSociety.org