

# Asia Society Job Opportunity

**Location:** New York

**Position:** Assistant Director, Development Operations Code 1903R

**Purpose:**

The Assistant Director of Development Operations is a mission critical position and key member of the Asia Society External Affairs team responsible for both the department's donor database (Salesforce), database tracking and acknowledgment as well as management of major, special events.

**RESPONSIBILITIES:**

- Manage External Affairs events at Asia Society New York that build an engaged and connected membership base with special emphasis on the annual Diversity and Leadership Summit and Corporate Insights Summit and Asia Society's signature annual gala, Asia Game Changers.
- Oversee and champion conversion of the External Affairs team's donor database (Salesforce and Salesforce suite of products) and its ongoing operation.
- Responsible for ensuring the accuracy and integrity of External Affairs' data assuring its quality, consistency and accuracy, helping drive excellence for fundraising tracking as well as stewardship efforts.
- Other duties as needed.

**QUALIFICATIONS:**

- BA or BS and 5+ years of fundraising operations experience
- Experience and particular aptitude for disciplined tracking and inputting fundraising data
  - Salesforce and Salesforce suite of products highly desired
- Demonstrated ability to work effectively and successfully in a fast-paced environment
- Creative, highly organized and nimble work style
- Team player who has the ability to work collaboratively across departments and institution
- Strong attention to detail as well as skills and background in successful managing events and or dynamic accounts
- Experience managing budgets, production timelines
- Excellent written, oral communications and interpersonal skills
- Proficient with Microsoft Office Suite skills

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

## How To Apply:

Please email your cover letter, resume, and salary requirements to [externalaffairsjobs@asiasociety.org](mailto:externalaffairsjobs@asiasociety.org). Indicate job title and reference code 1903R 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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