

# Asia Society Career Opportunity

**Location:** New York

**Position:** Development Manager, Arts & Culture & Special Initiatives  
(Grade 7) Code 1904

**Purpose:**

To manage and lead Asia Society's Arts & Culture fundraising Initiatives as well as coordinate and manage advisory committees and plan, execute and supervise Arts & Culture fundraising events.

## RESPONSIBILITIES:

- With the Vice President, **create and manage** a multi-year fundraising plan for the Asian Arts and Museum Network **including advisory committee**, Museum Summit, Art Gala, Spring Arts Gala and other programmatic needs TBD.
- **Identify, initiate** contact with, **develop, cultivate and steward fundraising prospects** through events and committees for the museum and performing arts departments. Uncovering and bringing in new prospects are a key component to the position.
- Increase, track, report and maintain special donor target information through Asia Society's development software, Raiser's Edge.
- Develop and manage fundraising events such as the Hong Kong Art Gala, the Museum Summit, advisory council receptions and tours and other benefit events.

## REQUIREMENTS:

- BA or BS
- 5-6 years of proven success in senior fundraising, individual or corporate philanthropy experience
- Experience in an art museum or other cultural institute fundraising, *Asian arts and culture preferred*
- Demonstrated ability to work effectively and successfully in identifying, cultivating and soliciting gifts from individuals or corporations
- Team player who has the ability to work collaboratively across departments and institution
- Experience tracking and inputting fundraising data, Raiser's Edge preferred
- Experience managing budgets, production timelines
- Excellent written, oral communications and interpersonal skills
- Proficient with Microsoft Office Suite skills
- Fluency in Raiser's Edge or similar fundraising software is essential



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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



## 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 change

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## 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 1904 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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