**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:**

* Create and manage a multi-year fundraising plan in collaboration with the Vice President of Global Arts and Cultural Programs and the Executive Director of Development for the Asia Society Museum and all related arts and culture programs, including the Global Council on Arts and Culture, the biannual Asian Arts and Museum Summit, the annual Asia Arts Game Changer Awards, and the annual Asia in America party.
* Identify, cultivate, solicit, and steward fundraising prospects for Asia Society’s arts and culture program. A successful development manager will have great skill in fundraising moves management.
* Carefully track, report and maintain arts donor target information through Asia Society’s database.

**Qualifications:**

* College degree and 5-6 years of proven success in fundraising, individual or corporate philanthropy experience
* Experience in an art museum or other cultural institute fundraising, *Asian arts-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 and excellence in using fundraising database software
* Experience managing budgets, production timelines
* Excellent written, oral communications and interpersonal skills
* Proficient with Microsoft Office Suite skills

**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

**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.