



## Asia Society Career Opportunity

**Location:** Los Angeles

**Position:** Associate Director, Asia Society Southern California – Code 1921

### Background:

Asia Society was founded 63 years ago by John D. Rockefeller 3rd on the tenacious belief that forging genuine understanding across cultures unlocks the potential for a peaceful and sustainable world. Asia Society Southern California is one of 13 Centers worldwide working to advance our mission by galvanizing people who see themselves as members of our global community and want to work with us to build bridges of understanding at this critical moment in history.

### Position Summary:

The Associate Director is a multi-faceted position and key leadership role at Asia Society Southern California (ASSC). Working with the Executive Director, the Associate Director will be responsible for overseeing the Center's daily operations and assisting in overall program and financial management. ASSC organizes public programs and private events on a range of topics, including policy, business, economics, society, the arts and education, as they pertain to Asia, U.S.-Asia relations and Asian Americans. Experience in event planning, public relations and development, as well as a commitment to excellence, are required.

### Responsibilities:

#### Program Planning and Execution

- Assist the Executive Director with developing high-quality initiatives, programs, and public events to advance Asia Society's mission in Southern California
- Play a leading role in managing the planning and logistics of the Annual Gala Dinner
- Manage program logistics, including budgeting, tracking speaker and guest invitations, and other correspondence; coordinating travel, securing venue, catering, and audio-visual requirements, and assessing on-site needs
- Track program attendance and registration using relevant databases
- Oversee day-of-event logistics, including liaising with speakers and partners, coordinating staff and volunteer assignments, and managing all registration, A/V, and catering needs
- Coordinate post-event activities, including thank-you letters and other tasks

Founded in 1956 by  
John D. Rockefeller 3rd

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## Marketing, Development and Strategic Partnerships

- Conceptualize and execute development strategies and events, including membership drives, the Annual Gala Dinner and other activities aimed at developing the ASSC brand and cultivating donors and sponsors
- **Marketing**
  - Produce outreach and marketing materials for ASSC programs, such as fliers, emails, website calendar listings and content on Asia Society blogs and social media platforms
  - Develop and manage ASSC membership materials and communications
  - Draft content and oversee the creation and design of all solicitation materials for ASSC programs
- **Development**
  - Work with the Executive Director and the Advisory Board to establish development goals, plan development strategy and implement creative and comprehensive identification, qualification, cultivation, solicitation and stewardship strategies for a variety of prospects
  - Work with Executive Director, Advisory Board and, when feasible, Asia Society's External Affairs Department in New York, to identify funding sources, program sponsors, foundations and potential donors
  - Manage donor research, tracking and acknowledgement for appropriate public recognition, and annual appeals
  - In cooperation with the Executive Director, research grants and draft funding proposals, letters, and reports
  - Supervise the development, maintenance and ongoing design of ASSC's donor database(s) to monitor and track all contributions and generate reports and analysis as required
- **Strategic Partnerships**
  - Identify, cultivate, solicit and build, close and steward corporate and community partnerships and alliances
  - Maintain excellent communication and collaboration with partner organizations, networks and board members, to build relationships and advance ASSC's program goals
  - Represent the Asia Society at community events and activities

## Office Management

- Oversee day-to-day operations
- Hire and supervise ASSC interns
- Recruit and oversee volunteers for events

Other duties as assigned by the Executive Director

Asia  
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## Qualifications:

- B.A. required, advanced degree desirable. A major in Asian or Asian-American studies or international relations/business desired, but not required
- At least 6 years of experience in event planning, public relations, membership, marketing and fundraising
- Knowledge of Asia through travel or living experience desirable
- Proactive, “can-do” mindset, the agility to multi-task and work on deadline in a fast-paced environment, and ability to follow through on tasks and projects
- Team player who is organized, detail-oriented and self-motivated
- Excellent research, writing and interpersonal communication skills
- Flexibility to work before/after normal business hours, as needed for programs
- Proficiency in all Microsoft Office programs
- Proficiency in databases such as Raiser’s Edge, as well as Adobe Photoshop, InDesign and Quicken accounting software highly desired
- Knowledge of web and social media marketing; experience maintaining webpages
- Experience managing and liaising with third-party vendors and contractors

## How to Apply:

Please email your cover letter and resume indicating salary requirements to: [jkarp@asiasociety.org](mailto:jkarp@asiasociety.org). Indicate job title and reference code 1921 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.

Asia Society is an equal opportunity employer.

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