

## Asia Society Career Opportunity

**Location:** New York

**Position:** Executive Director of Corporate Relations  
(Code 2001)

**Position:**

Asia Society was founded on the tenacious belief that genuine understanding across cultures unlocks the potential for a peaceful and sustainable world. Our New York headquarters on Park Avenue in NYC coordinates work in our 14 Centers throughout the world. As we launch our new 5-year strategic plan, we are prioritizing creating new strategic partnerships with like-minded organizations who want to work with us toward these goals at this critical moment in history.

This leadership role requires an experienced and highly-motivated fundraising professional, a self-starter who is comfortable engaging and calling on a range of corporate executives – in New York and globally. This individual should be a self-starter, able to work independently and also as a key team member to create and implement corporate membership and sponsorship fundraising strategies to reach individual, department and organizational goals. The ideal candidate will bring a portfolio of contacts in the corporate world and will work closely with the Chief Development Officer, the Managing Director of Development and the Asia Society senior leadership team.

### Responsibilities:

- Oversee a \$1.5M Corporate Membership/Sponsorship Revenue Goal managing approximately 55 corporate partnerships to increase engagement and giving from existing partners
- Provide thought leadership and strategy within the Corporate Partnerships donor segment around platform and program development, prospecting & sales and overall team strategy
- Drive prospect identification efforts to grow the base of corporate partners through unrestricted, restricted and in-kind support
- Oversee and manage the corporate Business Council and other corporate-focused councils, adding value to Asia Society's leading corporate partners and the institution
- Create compelling presentations, solicitation materials including fundraising decks, letter and email proposals for Asia Society programs, series, initiatives, exhibitions sales materials
- Manage corporate sponsorship activations for Asia Society special events
- Execute deliverables of the partnership agreement properly and according to contract for corporate supporters

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John D. Rockefeller 3rd

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725 Park Avenue  
New York, NY 10021-5088  
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AsiaSociety.org

- Network regularly at events and other corporate happenings
- Collaborate with internal teams to identify areas of opportunity and new technologies to maximize efficiency in fundraising efforts with corporate partners
- Leverage industry expertise, market trends and deep knowledge of corporate partner's needs to generate extensive client growth
- Ensure that all interaction with both corporate leads and partners is captured in the Salesforce CRM
- Assure the corporate relations revenue and expenditures remain in line with targeted budget goals; and that processes and database management protocols are followed (Salesforce)
- Drive results in a fast paced, resource-conscious environment with a creative style and a strong vision
- On-going monitoring of industry trends to maximize Asia Society's program's success
- Establish annual work plans, revenue targets and key performance indicators in close collaboration senior leadership team
- Prepare closing reports for corporate sponsors
- Oversees corporate contributions and drafts acknowledgment letters with donor database steward
- Supervise corporate development interns
- Other duties as assigned

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### Qualifications:

- BA or BS in a related field (fundraising / marketing) is required and 7-9 years of experience preferred.
- Knowledge of and/or experience in Asia is a definite plus; as is fluency in an Asian language.
- Proficiency with a CRM system is required. Experience with Salesforce CRM is a plus.
- Experience acquiring and engaging new, non-traditional audiences is a plus.
- Ability to maintain sensitive and confidential information.
- Excellent analytical, interpersonal (both oral and written), and organizational skills, with the capacity to work cooperatively and creatively with a wide range of people representing diverse cultures and beliefs.
- Ability to work independently with minimal supervision, while being a good team player capable of responding quickly to fundraisers' needs and requests in a fast-paced and highly interactive environment.
- Excellent presentation and negotiation skills
- Ability to multi-task and see projects through from beginning to end with strong attention to detail. Organize work, prioritize, and delegate to meet deadlines, and make timely decisions with sound judgment
- Anticipate the needs of the partners and proactively address them

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**How To Apply:**

Please email your cover letter, resume and salary expectations to:

[externalaffairsjobs@asiasociety.org](mailto:externalaffairsjobs@asiasociety.org)

List job code 2001 and job title in the subject line.

Asia Society is an equal opportunity employer.

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