

Asia Society Career Opportunity

Location: New York

Position: Associate Director, Institutional Giving
Code 2009

Purpose:

The Associate Director of Institutional Giving will manage a diverse portfolio of institutional partners (foundations and governments) that support Asia Society's programming across the fields of arts and culture; education; and policy to advance our vision of building constructive connections between East and West. Reporting to the Executive Director of Institutional Relations, the Associate Director will be an integral part of the External Affairs team.

Responsibilities:

- Manage a portfolio of foundation and government donors with responsibility for renewing partnerships and increasing levels of financial support. Serve as point of contact with donors and facilitate relationships, communications, and interactions between donors and Asia Society program experts and leadership.
- Develop donor communications: letters of inquiry, proposals, reports and other materials, tailored to donor interests and requirements, in collaboration with grant writer and program and finance teams. Develop budgets tailored to donor requirements and Asia Society goals. Edit and proofread proposals, reports, and other written communications produced by grant writer for the Associate Director's portfolio.
- Project grant income, monitor revenue, and revise strategies as necessary to meet revenue goals. Track implementation progress, funds utilization, and success toward achievement of milestones and results on grants in Associate Director's portfolio.
- Advise on and develop with program and finance staff compelling cases for support that align with both Asia Society and donor priorities and interests.
- Provide support for portfolio of Executive Director of Institutional Relations as needed.
- Participate in identification and cultivation of donor prospects.
- Acquire in-depth knowledge of Asia Society history, programs, and fundraising priorities and serve as a resource on foundation /government donors. Develop strong collaborative relationships with key Asia Society leadership and program experts.
- Perform special projects and other duties as assigned.

Qualifications:

- 6-8 years of experience of institutional fundraising and donor relations, preferably with a national or global organization. Bachelor's degree required. Master's preferred.
- Proven record of success forming and renewing partnerships at 6-figure level is a must.
- Exemplary writing skills, able to produce complex, high quality written donor collaterals on Asia Society programs. Strong research, analytical, and budgeting skills.

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John D. Rockefeller 3rd

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AsiaSociety.org

- Experience collaborating with program and finance and program teams in grant application and subsequent partnership management process.
- In-depth knowledge of foundation and government donor segment, including people, priorities, and trends.
- Knowledge of and interest in Asia (geopolitical and cultural), highly desirable.
- Superior time management skills; able to manage multiple timelines and deadlines and to work both autonomously and collaboratively in a high pressure environment.
- Excellent communication skills, handling all matters in a professional, courteous and friendly manner.
- Proactive, hands-on approach, creative problem-solver; able to adapt to a growing, changing organization.
- Computer proficiency in Microsoft Office and database platform (Salesforce strongly preferred).
- Team Player

How To Apply:

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

externalaffairsjobs@asiasociety.org

List job code 2009 and job title in the subject line.

Asia Society is an equal opportunity employer.

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