

Asia Society External Affairs Opportunity

LOCATION: New York

Position: Development Assistant
Code 2014

PURPOSE:

To provide administrative support to Asia Society's External Affairs department; support key fundraising events and manage solicitation campaigns; and manage correspondence and data tracking with donors, members, and corporate stakeholders all with an eye to increasing revenue for the organization.

RESPONSIBILITIES:

- Support External Affairs team in all aspects of event planning and execution for 2-3 major fundraising events annually, as well as all other cultivation and special events (approximately 40 per year), tracking fundraising progress, coordinating mailings and invitations, managing event registration, processing pledges and gifts, preparing invoices and tax acknowledgements, producing online materials as needed, updating event websites, communicating with donors, and maintaining database records.
- Provide executive support to the Vice President of External Affairs, Managing Director of Philanthropy, Executive Director of Institutional Relations, and Executive Director of Corporate Relations in daily scheduling and other assignments.
- Draft solicitation proposals, renewals, and acknowledgment letters; proofread correspondence.
- Process invoices and purchase orders, and manage department expense reports.
- Update and maintain master invitation and email lists
- As needed:
 - a. Generate donor reports and proposals, working closely with Asia Society's database services team
 - b. Perform donor research
 - c. Assist with preparation of donor reports and proposals
 - d. Assist with donor or institutional meeting preparation

QUALIFICATIONS:

- College degree and 1-3 years of related work experience preferred.
- Detail oriented with proven excellent written and oral communication skills

Asia
Society



Founded in 1956 by
John D. Rockefeller 3rd

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New York, NY 10021-5088
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AsiaSociety.org

- Stellar organizational skills and the ability to manage multiple tasks simultaneously, consistently producing quality work among multiple deadlines
- Data-driven; experience with Salesforce, ideal.
- Must be highly motivated with a collaborative “can-do” attitude, and able to thrive in a fast-paced, entrepreneurial environment, work well with others and in self-directed capacity.

How to Apply:

Please email (1) cover letter addressing qualifications and salary requirements, and (2) resume to externalaffairsjobs@asiasociety.org. Resume and cover letter attachments should be PDF or MS Word files.

The email subject line should indicate the job title and Code 2014 and your last name.

Only complete applications will 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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