



Founded in 1956 by John D. Rockefeller 3<sup>rd</sup> in New York, The Asia Society is a leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among peoples, leaders and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, the Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future.

Asia Society Hong Kong Center ("the Center") is an affiliate of The Asia Society and is now looking for a high caliber candidate to fill the following position:

## **DEVELOPMENT OFFICER (CONTRACT)**

### ***Responsibilities:***

- Report to the Head of Strategic Development;
- Assist in researching and preparing sponsorship proposals for the Center's programs and exhibitions;
- Assist in developing and implementing sponsorship and fundraising targets, strategies and plans for major gifts;
- Maintain sponsorship and fundraising schedules, objectives, database, and tracking systems to ensure that plans are implemented, goals achieved, timely reports generated, and information shared;
- Maintain reports of major gifts, donations and corporate and foundation sponsorships; prepare gift acknowledgement letters, pledge reminders, and stewardship reports for foundations and corporate donors;
- Assist in planning and executing both large- and small-scale special events, including fundraising galas, board meetings, conferences, and exclusive programs for the Center's donors and supporters;
- Coordinate special events for the Center's corporate members; analyze membership data, conduct membership surveys and prepare periodic reports;
- Work hand-in-hand with team members to maximize development and fundraising opportunities and effectively steward donors; and
- Other ad-hoc duties as assigned.

### ***Requirements:***

- A bachelor's degree from a recognized university (international university preferred); a master's degree would be an advantage;
- Minimum 3 years relevant experience;
- Proven track record in researching and writing up reports on various areas which demonstrate an ability to harness, process, and synthesize large amounts of information;
- Dynamic personality and can-do attitude and proven ability to achieve targeted goals;
- A passion for fostering and maintaining relationships with members, donors and potential supporters;
- A self-starter who is committed, forward thinking, pro-active, possesses strong problem-solving skills, and has the ability to work under pressure with tight deadlines;
- Ability to work successfully with extremely diverse constituencies; a good team player with an eye for detail, and an ability to multi-task in a fast paced, dynamic environment;
- Excellent communication skills, including interpersonal, writing and presentation in English and Chinese (Mandarin would be a plus);
- Flexibility regarding schedule; and
- Proficiency in MS Office (Word, Excel, PowerPoint) and Chinese Word. Experience in database maintenance.

Attractive remuneration package commensurate with qualifications and experience will be offered to the right candidate. Interested parties please apply with full resume stating date of availability and expected salary to [hrhk@asiasociety.org](mailto:hrhk@asiasociety.org).

All personal data collected will be used for recruitment purpose only. Applicants not hearing from us within 2 months may consider their applications unsuccessful and all personal data supplied will be destroyed within 6 months.