



Hong Kong Center

Founded in 1956 by John D. Rockefeller 3rd 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:

HEAD OF STRATEGIC DEVELOPMENT (CONTRACT)

Responsibilities:

- Report to the Executive Director;
- Engage and collaborate with all Center departments to determine funding needs and priorities;
- Proactively identify, cultivate and solicit fundraising targets, develop and implement strategies and plans for donations from major corporate donors in Hong Kong and in the Asia-Pacific Region;
- Strategically target new corporate, foundation, other organizational donors whose business interests align with the Center’s mission and build a new prospect pipeline;
- Engage with the Board of Trustees to enhance the Board’s fundraising capacity and role;
- Develop quality standards and performance metrics for fundraising campaigns and continuously improve the effectiveness of future campaigns;
- Manage and co-ordinate staff members responsible for promoting the Center’s membership program to interested individuals and organizations, ensuring program growth and an increase member participation and engagement;
- Develop the tools, processes and systems necessary for a successful partnership program; formulate and closely monitor the budget;
- Liaise with New York headquarters and other Asia Society centers on donor prospects, global programming, and other strategic initiatives.

Requirements:

- A bachelor’s degree from a recognized university, a master’s degree would be an advantage;
- Minimum 10 years’ proven experience in corporate or non-profit organization with demonstrated success in securing revenue and expanding business;
- Ability to engage and work well with members of the Board of Trustees, major corporate donors and prospects, global Asia Society colleagues, and the Center’s senior management with tact, maturity and good judgment;
- 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;
- 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;
- A self-starter who is committed, forward thinking, pro-active, possesses strong analytical, problem solving and leadership skills, and ability to work under pressure, self-motivated with a passion to excel;
- Flexibility regarding working schedule; and
- Excellent command of spoken English and Chinese. Fluent in Putonghua is an advantage.

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.

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.