



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Special Events Manager</b>
<b>Classification:</b>	<b>Full-Time; Exempt</b>
<b>Compensation:</b>	<b>\$45,000/year (commensurate with experience)</b>
<b>Benefits:</b>	<b>Paid time off, health insurance, competitive retirement benefits to eligible employees with non-elective employer contribution and employer match up to 5%</b>
<b>Schedule:</b>	<b>Min. 40 hours per week; will be required to work some evenings and weekends</b>
<b>Reports to:</b>	<b>Director of Development; Director of Operations</b>

### ORGANIZATIONAL SUMMARY:

Asia Society Texas Center believes in the strength and beauty of diverse perspectives and people. As an educational institution, we advance cultural exchange by celebrating the vibrant diversity of Asia, inspiring empathy, and fostering a better understanding of our interconnected world. Spanning the fields of arts, business, culture, education, and policy, our programming is rooted in the educational and cultural development of our community — trusting in the power of art, dialogue, and ideas to combat bias and build a more inclusive society.

### POSITION OVERVIEW:

The Special Events Associate is a key member of the development department and responsible for critical areas associated with Asia Society's fundraising and audience development.

- Management of Tiger Ball, Asia Society's premier gala, generating 30%+ of fundraising revenue each year.
- Management of activities related to on and off-site donor-centered receptions and other events from planning to execution. At times, this includes assisting Program Department in execution of program related stewardship events.
- Management of Huffington Award Luncheon, the largest business and policy event held annually.
- Management of luncheons and receptions related to signature programmatic series, such as Women's Leadership Series.
- Support of the Facility Rentals Events Manager in coordinating and executing facility rentals with external

### RESPONSIBILITIES:

- Prepare and maintain event budgets, including preparation of expense projections, tracking of outgoing expenses, finding cost-saving solutions, and ensuring timely vendor payments.
- Manage and maintain all vendor relationships: negotiating services; oversight of service delivery.
- Coordinate between various Asia Society departments to ensure positive execution of events, including proper scheduling of vendor activities on-site.



- Direct event mailing calendar, including scheduling save the dates, invitations, follow up, and other forms of communication; collaborate with other development staff members in preparing donor event lists.
- Assist in event-related communications with ASTC patrons and partners: creating and sending event invitations, tracking RSVPs, and communicating essential event details.
- Assist contributors who are hosting off-site events on behalf of Asia Society.
- Attend and execute evening events when needed.
- Actively participate in staff committees as necessary and appropriate.
- Out-of-the-box thinking regarding event planning and execution.

#### **QUALIFICATIONS:**

- Bachelor's degree preferred, but not required
- 3 or more years of experience in events management, fundraising, or other nonprofit work dealing with the general public
- Command of Microsoft Office Suite
- An understanding of and an ability to articulate the accomplishments and goals of an organization like the Asia Society
- Interest and background in Asian cultures and/or foreign affairs
- Commitment to values of equity, diversity, and inclusion
- Ability to work in a fast-paced environment, adhere to deadlines, and demonstrate flexibility in meeting shifting demands and priorities

#### **PERSONAL CHARACTERISTICS:**

- Good oral and written communications skills
- Self-starter, with strong ability to set priorities and manage multiple tasks
- Willingness to interact with the public in a professional, courteous manner
- Ability to work collaboratively with entire development team on joint projects
- Willingness to take on tasks outside of typical job duties
- Organized and accurate, with attention to detail
- Deadline-oriented, displaying a high level of ethics and integrity



### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable disabled people to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 10 pounds, is occasionally required to stand and walk, and is occasionally exposed to wet and/or humid conditions and outside weather conditions.

The noise level in the work environment is usually moderate.

### **RELOCATION:**

Asia Society Texas Center does not provide compensation for interview travel or relocation expenses.

### **HOW TO APPLY:**

Please email your cover letter and resume to: [HRDept@asiasociety.org](mailto:HRDept@asiasociety.org). Indicate job title in the subject line.

*Incomplete applications will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Finalist will be required to provide three current references and complete a background check.*

*Asia Society Texas Center (ASTC) is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex, or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. ASTC's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.*

*We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas.*