

Job Title	Executive Director	Location	Sydney
Reports To	Chief Executive Officer	Type	Full-time
Overview of the Position			
<p><i>Executive Director (Sydney) is responsible for leading and growing Asia Society Australia in Sydney and providing both strategic and operational direction through acquisition, engagement and retention of members, securing new funding opportunities, managing stakeholder relationships, and leading a high-performing team.</i></p>			
Key Duties			
<ul style="list-style-type: none"> • Lead the successful execution of Asia Society Australia’s 2020 strategy. • Develop and implement membership strategies to grow revenue, engagement and loyalty. • Secure new funding opportunities (grants, sponsorships and philanthropy). • Lead a small, high-performing team to ensure world class member engagement and service offering. • Work collaboratively with the CEO, Board, Advisory Council and Asia Society team to deliver a valued and seamless service and engagement experience. • Work collaborative with Asia Society’s global development, marketing and communications teams to leverage Asia Society’s global brand, programming and network. • Other duties as required by the Organisation 			

Selection Criteria	Essential	Desirable
Qualifications		
Tertiary qualifications in relevant areas such as Asian studies, business, communications, international relations or a related field.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience		
Minimum 5 years + leadership experience in relevant roles in business, government, education or not-for-profit sector.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge		
A breadth of strategic vision and a good understanding of Australia’s economic, political and people-to-people relations with Asia	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent management and highly-developed leadership and team building skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Selection Criteria	Essential	Desirable
Knowledge		
Ability to develop and sustain collaborative relationships across government, business, education and non-profit sectors and develop partnerships with diverse groups and individuals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrated experience and expertise in business development, specifically in member acquisition, engagement and retention; and developing and securing funding opportunities (grants, sponsorships, or philanthropic investments).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Highly-developed oral and written communication skills, demonstrated ability to effectively engage with senior executives in business, government and education sectors, tact and diplomacy and well-developed cross-cultural communication skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proven experience as a change agent, with strategic vision and experience in developing a new organisational function, business transformation or improvement program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience working collaboratively across the organisation to establish a strategic direction and lead sustainable business growth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interest and/or work experience in Asia, ideally demonstrating some general knowledge on Asia / international relations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Computer Skills		
Proficient in Microsoft Office Suite	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Customer Relationship Manager (CRM) Systems	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other		
Ability to travel interstate and overseas when required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work before/after standard business hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>
To Apply		
<p>Position Enquiries: Philipp Ivanov – Chief Executive Officer</p> <p>How to apply:</p> <ol style="list-style-type: none"> Please e-mail your CV and a cover letter addressing the selection criteria in <u>one</u> Word or PDF document to HR_AUS@asiasociety.org by COB 31 January 2019 Please indicate the job title in the subject line. 		