

JOB DESCRIPTION

TITLE: Director of Programs

LOCATION: San Francisco / Silicon Valley

DATE: February 20, 2025

CENTER: Northern California & Seattle

REPORTS TO: Executive Director

PURPOSE:

The Director of Programs will contribute to the growth of the Northern California Center by developing and delivering the Center's programming in collaboration with the Seattle Center as we expand our reach in the region. Programs include private off-the-record Executive Roundtable briefings, public events, and major conferences/programs in San Francisco, Silicon Valley, and online. The Director will lead the development and execution of a diverse range of speaker events and relevant content for the Center's short and long-term programming calendar. The Director will also play a crucial role in engaging in collaborative teamwork and project management to advance Asia Society's mission of building bridges between the U.S. and Asia.

Director of Programs

Responsibilities:

- **Strategic Leadership:** Oversee the development, narrative-building, and strategic planning for Asia Society Northern California's programs, ensuring alignment with the organization's mission and goals, in close collaboration with the Seattle Center.
- **Program Execution and Event Management:** Lead the design, coordination, and execution of high-impact in-person and hybrid events across San Francisco and Silicon Valley. Manage all aspects, including budgeting, vendor selection, venue sourcing, securing speakers and speaker engagement, logistical coordination, sending invitations, and conducting necessary follow up, and post-event evaluation and invoicing, ensuring exceptional program delivery.
- **Digital Operations:** Update and manage the Center's digital platforms, including the website (Drupal), ticketing system (ACME), CRM (Salesforce), and internal calendars, ensuring seamless integration and accessibility for all program-related activities.
- **Communications:** Drive the Center's communications strategy by leading the marketing and promotion of programs through targeted email campaigns, social media engagement, and strategic outreach to increase visibility and attendance.
- **Writing:** Develop and write materials for program-related activities, including run-of-show documents, talking points, program handouts, PowerPoint presentations, email correspondence, blogs, and other content for both internal and external audiences.

- **Partnership and Sponsorship Development:** Support efforts to cultivate corporate sponsorships and strategic partnerships in alignment with the program calendar, budgetary objectives, and organizational priorities. Collaborate with team members to create compelling partnership opportunities.
- **Team Leadership and Intern Development:** Manage the recruitment, supervision, and professional development of interns, ensuring their alignment with program goals and objectives. Provide mentorship and leadership in overseeing intern responsibilities, conducting performance evaluations, and ensuring effective task allocation.
- **Efficiency and Systems Development:** Lead the development and continuous improvement of operational systems and processes, ensuring the efficient flow of work across all program areas and meeting deadlines while optimizing program outcomes.

Other duties as assigned.

QUALIFICATIONS:

- College degree required. Masters preferred with 7-9 years of related work and progressively responsible experience leading programs and initiatives
- Highly organized, growth mindset, with strong attention to detail and an entrepreneurial spirit
- Excellent written and oral communication skills, including proofreading, and editing skills, and the ability to research information and present it concisely
- Demonstrated interest in the Asia; background or interest in international relations or policy a plus.
- Experience managing and formulating budgets for long-term programs.
- Ability to effectively use Zoom, Salesforce, and other online platforms to host virtual events. Willingness to learn new technologies and adopt new platforms at a fast pace.
- Must be able to coordinate a variety of tasks simultaneously and consistently follow up on details.
- Resourcefulness, with an orientation to measurable results
- Strong ability to interact across time zones and with diverse constituencies, including experts, funders/donors, and all levels of staff with tact and good judgment
- Excellent computer skills, including advanced Microsoft Office knowledge (Word, Excel, PowerPoint, and Outlook); knowledge of Salesforce, membership CRMs, and database software preferred
- Detail-oriented and willing to learn how to update the Center's website (Drupal) and event ticketing platform ACME
- Team player willing to assist where needed across two Centers

COMPETENCIES:

Leadership:

- Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals
- Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

Professional and Results-Oriented:

- Seeks to consistently produce results that achieve goals and objectives
- Conscientious and efficient in meeting commitments and observing deadlines
- Able to work independently with minimum supervision
- Good judgment, tact and discretion
- Ability to translate ideas into action

Collaboration and Teamwork:

- Excellent skills in communicating with people from different cultures, backgrounds, and across time zones
- Works with others towards common purposes to achieve shared goals by developing and maintaining responsive, cooperative and mutually beneficial internal and external relationships
- Acts as a global facilitator to have conversations, exchange ideas and build understanding

Innovation:

- Identifies new and creative ways of doing something or solving a problem that improves, changes and results in value to the organization and constituencies (could be through technology or introducing new ways of thinking)
- Uses technology for impact, reach and efficiency, such as through social media, databases, etc.

Technical Expertise:

- Professional competencies in the related field of work
- Recognizes trends in theory and practice of one's own technical area and effectively prepares for anticipated changes
- Experience in Zoom and Salesforce highly desirable and the use of custom web forms and membership tools is a plus. Strong computer skills (MS Word, MS Excel) are required.

This is a full-time position. The Center offers a very competitive salary, as well as a comprehensive benefits package. For benefits information, scroll down to our Benefits Summary on our Career webpage: <https://asiasociety.org/northern-california/about/careers>

How to Apply:

Please email your cover letter, resume, and salary requirements to asncc@asiasociety.org
Indicate job title in the subject line. No phone calls please.

Asia Society Northern California is an Equal Employment Opportunity Employer.