

Business and Policy Programs Manager



Texas Center

Job Title:	Business and Policy Programs Manager
Reports to:	Director of Business and Policy
Classification:	Full time – Exempt
Work Schedule:	Minimum 40 hours per week; will be required to work some evenings and weekends.

Organizational Summary:

With 13 locations throughout the world, Asia Society is the leading educational organization promoting mutual understanding and strengthening partnerships among the peoples, leaders, and institutions of Asia and the United States. Asia Society Texas Center executes the global mission with a local focus, enriching and engaging the vast diversity of Houston through innovative, relevant programs in arts and culture, business and policy, education, and community outreach. Asia Society Texas Center operates as a separate 501(c)(3) organization and is an affiliate of the Asia Society global network.

Position Overview:

Asia Society seeks a Business and Policy Programs Manager. The staff member will work closely with the Director of Business and Policy to conceptualize single programs, year-long series, multiple year long-term series, and strategic partnerships with established local and national institutions, community groups, and local grassroots organizations. He/she will be responsible for program logistics leading up to the events and for executing tasks during the programs themselves. The successful candidate will have a proven record of working with ethnically diverse groups and handling matters which may be diplomatically sensitive.

Responsibilities:

Business and Policy programs

- Arrange financial and cost-sharing/revenue-sharing agreements, working in tandem with Director of Business and Policy, via memorandums of understanding with program partners.
- Assist team with proper protocol for VIPs, dignitaries, and visiting diplomats, including coordinating logistics for visits by academics, policy experts, business leaders, and high-level government officials.
- Draft remarks and talking points for senior staff, and board members.
- Envision department programming framework to ensure balanced programming across content, formats, themes, and geographic focus.
- Handle general program preparation: general research leading up to event, creating program concepts and descriptions, moderator questions, visual backdrops and printed programs, logistical details, and agendas for internal and external use, and reception planning as needed.
- Research developments (both short-term and long-term trends) in Asian economic performance, business development and investment, domestic and foreign policy, public diplomacy, and relations between Asian countries with the United States.
- Write post-program reports and synopses for local and global dissemination.

Young Leaders Institute (summer program for high school students)

- Determine content and dates, working closely with programming team and senior staff as needed.
- Effectively market the Institute to personal and professional contacts, in addition to efforts made by the communications and audience engagement team.
- Manage the Institute, including communicating with parents and students, arranging speaker visits, small on-site modules for student engagement, and off-site experiences.
- Recruit contract staff and interns, as needed to assist with the planning and execution of the event.
- Report on lessons learned and analyze successes/challenges to prepare for next year.
- Work with team to create measurable outcomes.

Volunteer Management

- Communicate with colleagues to understand overall volunteer needs and recruit volunteers across all Asia Society Texas Center pillars to ensure appropriate coverage for all public programs.
- Communicate with prospective volunteers, schedule and conduct trainings, and ensure that volunteers are properly trained before becoming a part of the volunteer corps.
- Manage expectations and behaviors, both for volunteers who are exemplary and those who need additional coaching.
- Plan a volunteer appreciation event, typically taking place each spring.
- Record annual volunteer hours in order to report for possible institutional grant applications.
- Send regular emails to volunteers outlining upcoming opportunities and scheduling them for the appropriate events.

Qualifications:

- Bachelor's or master's in business, international affairs, political science, public policy, or related field (master's degree is a plus).
- A minimum of five years of experience in business, diplomacy, economic development, government, policy, public advocacy, trade, or a related field (experience working on international issues, especially on Asia, is a plus).
- Strong ability to interact with the public and high-level individuals and work collaboratively with diverse constituencies.
- Outstanding written and verbal communication skills; high level of diplomacy and tact.
- Proven organizational skills, with strong ability to set priorities, manage multiple projects, work independently, demonstrate initiative, and perform under pressure.
- Knowledge of Asia and a willingness to learn quickly.
- Highly organized and accurate, with attention to detail.

Personal Characteristics:

- Exercise good judgement, flexibility, creativity, and sensitivity in response to changing situations.
- Values diversity of thought, background and perspective. A passion for the diverse work of Asia Society, and a strong desire to make a difference.
- Ability to multi-task in a fast paced environment, while maintaining attention to detail and deadlines.
- Personal integrity and ethical standards.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use their hands and arms to handle, reach, or feel; and talk and hear. The employee is occasionally required to stand and walk. The employee must

occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

How to Apply:

Please email your cover letter and resume indicating position and salary requirements to:

Human Resources Department

HRDept@asiasociety.org.

Indicate job title in the subject line.

Resumes without cover letters will not be accepted.

No phone calls, please.

Only those candidates considered for an interview will be contacted. Finalists will be required to provide three current references and complete a background check.