



## Asia Society Career Opportunity

**Location:** New York

**Position:** Assistant Director Development Operations & Stewardship Code 1918

### Position Summary:

Asia Society was founded on the tenacious belief that genuine understanding across cultures unlocks the potential for a peaceful and sustainable world. Our New York headquarters on Park Avenue in NYC, coordinates work in our 13 Centers throughout the world where we're leveraging new digital tools to reach and galvanize people who see themselves as members of our global community and want to work with us toward these goals at this critical moment in history.

The Assistant Director, Development Operations & Stewardship is a mission critical position and key member of the Asia Society External Affairs team responsible for both the department's donor database (Salesforce), database tracking and acknowledgment and stewardship to ensure donor satisfaction

We are looking for an enthusiastic individual who resonates with those ideas and could join our dynamic Development team in NY. This lynchpin position requires a person that combines discipline and attention to detail with an ability to creatively identify and respond to new opportunities. Working closely with the entire External Affairs team, this person reports to the Managing Director of Development, ensuring maximum use of the newly installed Salesforce CRM and Marketing Cloud suite of tools. This role ensures that the team remains in close communication with Asia Society's financial team and management throughout the organization, ensuring data integrity, producing timely reports and coordinating stewardship communication with current and potential donors.

### Responsibilities:

- Oversee and champion conversion of the External Affairs team's donor database (Salesforce and Salesforce suite of products) and its ongoing operation.
- Responsible for ensuring the accuracy and integrity of External Affairs's data (donor and prospect records) assuring its quality, consistency and accuracy, helping drive excellence for fundraising tracking as well as stewardship efforts
- Perform all data imports: review, clean, and standardize source data; create import files and run queries using Salesforce. Post-import, perform quality control and correct inconsistencies to maintain data integrity
- Creation of stewardship reports and other custom reports for a broad platform of needs

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John D. Rockefeller 3rd

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New York, NY 10021-5088  
Phone/Fax 212.288.6400  
AsiaSociety.org

- Prepare summaries and briefs that serve as background for executive meetings and conversations with major donors and trustees
- Work with Chief Development Officer and Managing Director of Development to keep regular detailed projections for contributions from individuals, corporations and foundations. Flag deficiencies and facilitate plan adjustments
- Responsible for the production and coordination of lists, appeal mailings and invitations to donors
- Prepare donor and prospect research and solicitation reports and briefs and use this information to continually update the prospect pipeline
- Manage donor acknowledgements
- Create, maintain and policies and procedures for all development database systems
- Ensure that information related to fundraising work is collected, organized and managed effectively
- Continually improve the effectiveness of existing fundraising operations
- Other duties as needed

#### Qualifications:

- BA or BS degree
- 5-6 years related work experience
- Experience and particular aptitude for disciplined tracking and inputting fundraising data
  - Salesforce and Salesforce suite of products highly desired
- Demonstrated ability to work effectively and successfully in a fast-paced environment
- Creative, highly organized and nimble work style
- Excellent time management and prioritization skills
- Team player who has the ability to work independently and collaboratively across departments and institution
- Strong attention to detail as well as skills and background in successfully managing events and or dynamic accounts
- Proficient with Microsoft Office Suite skills
- Outstanding analytical and critical thinking skills
- Excellent communication skills in both written and oral formats
- Excellent interpersonal skills, including ability to communicate effectively and professionally with executive staff and board members and to build productive relationships with all donors and other organization partners
- Identifies new and creative ways of doing something or solving a problem that improves, changes and results in value to the way Asia Society's data is tracked and organized
- Professional demeanor

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- Strong work ethic, enthusiasm, and confidence

**How to Apply:**

Please email your cover letter, resume and salary expectations to: [hrjobs@asiasociety.org](mailto:hrjobs@asiasociety.org). List job code 1918 and 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. Please regard your resume is having been received unless your email is bounced back.

Asia Society is an equal opportunity employer.

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