

Asia Society Career Opportunity

Location: New York

Position: Associate Director, US Programs - Code 2118

Purpose:

The Associate Director, US Programs will assist in running all aspects of the Center on U.S.-China Relations based in New York, which is dedicated to promoting better understanding of U.S.-China relations through research, the distribution of timely information on critical issues, the creation of collaborative projects and the development of creative public programming across policy and business, media, arts, and culture.

The Associate Director will work closely with the Arthur Ross Center Director to manage Center projects, budgets, and staff; manage fundraising and related grants; manage all policy-related work including Task Forces and related working groups; and serve as project manager for COAL+ICE photography and multimedia exhibition taking place in spring 2022.

Responsibilities

- Work closely with the Arthur Ross Director in overseeing and running the Center's activities and staff.
- Oversee the budgetary planning process working closely with finance, planning, and legal departments.
- Manage Center and project budgets, contracts, and contractors.
- Manage Center fundraising activities, including donor relationships and grants management.
- Act as project manager of Task Force on US-China Policy, including organizing participants, meetings, fundraising, partnerships, public events, report production and publicity.
- Act as project manager for COAL+ICE photography and multimedia exhibition taking place in spring 2022, including managing overall budget, contracts, partnerships, sponsors, staffing and contractors.
- Participate in relevant internal and external meetings relating to Center activities.
- Help recruit and manage the Center staff and work and oversee Center Fellows.

Qualifications:

- Advanced degree in international relations/affairs, political science, public policy, Chinese history or politics, or other related area.
- 6-8 years related experience with at least 5 years in US-China relations and nonprofit management, including strategy, fundraising, and administration.
- Experience in developing, coordinating, and running programs and initiatives.
- Deep knowledge of Chinese affairs, including current affairs, media and the internet, policy and history.
- Self-motivated, disciplined, with ability to carry out long-term projects.
- Excellent organizational, writing and research skills, and interpersonal skills.

Asia
Society



Founded in 1956 by
John D. Rockefeller 3rd

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Asia Society offers a competitive salary, as well as a comprehensive benefits package. For benefits information, please visit: www.asiasociety.org/about/careers and click on “Employee Benefits” to view our full benefits summary.

How to Apply:

Please email (1) cover letter addressing qualifications and salary requirements and (2) resume to chinacenterjobs@asiasociety.org. These attachments should be PDF or MS Word files.

Only complete applications will be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted.

Asia Society is an equal opportunity employer.