JOB DESCRIPTION

Job Title: Director of Business & Policy
Classification: Full-Time; Exempt
Compensation: $70,000 - $80,000 depending on experience
Benefits: Paid time off, health insurance, employment retirement contribution
Schedule: Min. 40 hours per week; will be required to work some evenings and weekends
Reports to: President

ORGANIZATIONAL SUMMARY:

Asia Society Texas believes in the strength and beauty of diverse perspectives and people. As an educational institution, we advance cultural exchange by celebrating the vibrant diversity of Asia, inspiring empathy, and fostering a better understanding of our interconnected world. Spanning the fields of arts, business, culture, education, and policy, our programming is rooted in the educational and cultural development of our community — trusting in the power of art, dialogue, and ideas to combat bias and build a more inclusive society.

POSITION OVERVIEW:

Asia Society is seeking a Director of Business & Policy (B&P) to lead the work of the B&P programming department. The director oversees a calendar of approximately 25-35 programs annually and works in collaboration with other departments, the diplomatic corps, advisory committees, and community partners to deliver high quality, diverse, and well attended programming which responds to the needs of the Houston community and is reflective of the Asia Society mission. The Director will conceptualize and curate single programs, year-long series, multi-year series, and strategic partnerships with established local and national institutions, community groups, and local grassroots organizations. The successful candidate will have a proven record of program administration, solid knowledge of Asia – including the Asian American community locally, nationally, and internationally – as well as experience working with the diplomatic community.

RESPONSIBILITIES:

- Conceive, plan, and execute a strategic, well-balanced schedule for B&P programs. B&P programs include keynote events, panel discussions, seminars, roundtables, and conferences that address pressing issues as they relate to Asians, Asian Americans, Asia, and Asia-U.S. business & policy.
- Curate relevant programs which are mission aligned with the potential of both ticketing and fundraising revenue.
- Identify, contact, confirm, and schedule speakers to discuss B&P issues affecting Asia, the United States and related global markets.
- Plan the program details and implement the program on the day of the event.
- Develop and manage all budgets and expenditures for B&P.
• Serve as the liaison for three committees managed by the B&P director (B&P, Muslim Series, and the Women’s Leadership Series). Includes meeting with committee members on a regular basis, and consulting and communicating with committee chairs and members as needed.
• Serve as a liaison for supporting and partnering organizations.
• Serve as chief ASTX liaison to the Houston Consular Corps.
• Develop, cultivate, and maintain partnerships/collaborations with other international affairs community organizations locally, nationally, and internationally.
• As needed negotiate, prepare, administer, and monitor contracts and agreements with speakers, vendors, and others involved in the delivery of programs.
• As needed draft opening / closing remarks and talking points for board members pertaining to the program.
• Communicate and interact with VIPs, diplomats, and speakers via phone, email, and in-person with a high degree of diplomacy and professionalism.
• Build and maintain relationships to grow a network of qualified resources and collaborative opportunities to expand the B&P audience.
• Supervise one full-time staff member: B&P Programs Manager.
• Provide guidance, support, and oversight for the Young Leaders Institute, a week-long (multiple sessions) B&P summer institute for high school students.
• Provide guidance to the B&P Programs Manager in the areas of the internship program and volunteer management.
• Assist the Development Team in identifying and cultivating program underwriters and sponsors.
• Work closely with the Communications Team to promote B&P programming.
• Other duties as assigned.

QUALIFICATIONS:
• Bachelor’s degree or Master’s degree in a field related to business and policy.
• A minimum of five years of related work experience preferred, including program planning.
• Significant experience and background in Asian cultures and foreign affairs.
• Experience working with the diplomatic corps and VIPs; a keen understanding of diplomatic protocol.
• 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, and perform under pressure.
• Strong ability to interact with the public and high-level individuals, and work collaboratively with diverse constituencies.
• Highly organized and accurate, with attention to detail.
• Verbal fluency in at least one or multiple Asian languages preferred.

PERSONAL CHARACTERISTICS:
• Exercise good judgement, flexibility, creativity, adaptability, and sensitivity in response to changing situations and needs.
• Values diversity of thought, background and perspective.
• Ability to multi-task in a fast paced environment while maintaining attention to detail and meeting deadlines.
• Personal integrity and ethical standards.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:
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.

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.

RELOCATION:
Asia Society Texas does not provide compensation for interview travel or relocation expenses.

HOW TO APPLY:
Please email your cover letter and resume to: HRDept@asiasociety.org. Indicate job title in the subject line.

*Please know that the COVID-19 vaccination is required.*

Incomplete applications will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Finalist will be required to provide three current references and complete a background check.

Asia Society Texas is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex, or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. ASTX’s management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas.