



Navigating Shared Futures

Asia Society Career Opportunity

HONG KONG

HOUSTON

LOS ANGELES

MANILA

MELBOURNE

MUMBAI

NEW YORK

SAN FRANCISCO

SEOUL

SYDNEY

TOKYO

WASHINGTON, D.C.

ZURICH

Location: New York

Position: Chief Development Officer (CDO) Code: 2207

PURPOSE:

This individual, as a key member of the Asia Society's executive leadership team, is responsible for designing and executing the funding strategy for the Society's headquarters operations as well providing strategic advice and collaborative support for its 13 other Global Centers. The \$44 million annual budget for the organization is composed of a range of funding streams, including a large philanthropic base of Trustees, major donors, institutional grants, endowment support, corporate sponsorships, planned giving, earned income from membership, galas and events, and program admissions and partnerships. The Asia Society is at an exciting moment, as we transition the 65-year-old institution into the increasingly digital world, building upon our expertise across policy, the arts, and education to connect Asia and the rest of the world.

POSITION SUMMARY:

The CDO will report to and advise the President and CEO on high-impact fundraising strategies and also work closely to the Chair of the Development Committee of the Board of Trustees and with the Chief Financial Officer. This individual will carry their own fundraising portfolio and will work with their team to meet targeted goals including a significant annual addition to a reserve fund.

The successful candidate will have experience in closing multi-million dollar fundraising gifts across all donor segments. This individual will also be responsible for annually increasing the Society's endowment and will expand our donor base. The successful candidate will have a proven track record in establishing long-term relationships and will be comfortable in representing a world-class global institution.

RESPONSIBILITIES:

- **Team leader** - Set priorities for, manages and further strengthens a team of seasoned professionals to build a strong team, ensure strong internal communication, maximize individual and team performance, and



Navigating Shared Futures

HONG KONG

HOUSTON

LOS ANGELES

MANILA

MELBOURNE

MUMBAI

NEW YORK

SAN FRANCISCO

SEOUL

SYDNEY

TOKYO

WASHINGTON, D.C.

ZURICH

provide opportunities for personal and professional growth. Attract new talent for a growing department.

- **Revenue Generator** - Cultivate new sources of support across all funding channels to ensure institutional growth and sustainability.
- **Deepens donor engagement** – Engage existing supporters to maximize the philanthropy and personal engagement of donors by building long-term, meaningful and authentic relationships as well as prepare and coach other key leaders as they engage with donors. Ensure that all stages of donor relationship – from building pipelines to providing stewardship reports – are executed well and in a timely manner.
- **Collaborator** – Work closely with the Asia Society’s leadership in the programmatic pillars – Asia Society Policy Institute (ASPI), Global Arts and Asia Museum and the Global Center for Education — to help achieve their fundraising objectives. Coordinate with the network of global centers on their major development initiatives.
- **Partnership Builder** – Bring experience in developing global partnerships with corporations and opportunities to monetize the Asia Society’s intellectual assets in a digital world.
- **Board Relationships** – Deeply engage the Board of Trustees in the fundraising process to help cultivate a strong relationship between board trustees and the organization, especially leveraging interaction with the chairs of the Board’s committees. Provide management support and expertise to specific committee chairs, as directed by the President & CEO.
- **Operational Excellence** – Establish the highest standards of fundraising policies and procedures, working closely with the Chief Financial Officer and the finance team, leveraging the CRM and other Salesforce outreach tools. Ensure that all team members are actively engaged with the CRM in both recording activities and in deploying analytic tools to improve productivity and fundraising results.
- **Provides Leadership Intelligence** – Provide the President, the COO, the CFO and the Asia Society entire leadership team real-time Dashboard data on fundraising progress. Work with the Executive team on regular reports to the Board and weekly reports to the President-led management team.
- **Promotes and values principles of Diversity, Equity and Inclusion** — Places at the heart of their work a commitment to promoting the principles of DEI, including through overseeing signature initiatives



Navigating Shared Futures

HONG KONG

HOUSTON

LOS ANGELES

MANILA

MELBOURNE

MUMBAI

NEW YORK

SAN FRANCISCO

SEOUL

SYDNEY

TOKYO

WASHINGTON, D.C.

ZURICH

such as the Asia Society’s Global Talent, Diversity and Inclusion Annual Summit.

QUALIFICATIONS:

- College degree required, with an advanced degree preferred.
- At least ten years of experience leading and building a successful and highly collaborative development department, including institutional and individual donor segments to support organizations of at least \$30 million. Experience at a nonprofit is preferred.
- Deep understanding of, and a commitment to, enhance diversity, equity, inclusion and accessibility at the Asia Society
- Exceptional executive presence, experience working with committees/trustees/high net worth donors/fortune 500 corporations.
- Creative and dynamic leader with entrepreneurial out-of-the-box thinking to build on institutional strengths and monetize organizational assets and opportunities.
- Expertise in using a Customer Relationship Management system. Experience with a Salesforce, CRM platform is ideal.
- Outstanding analytical, verbal, written and overall communications skills.
- Proven organizational skills, with a strong ability to set priorities, manage multiple tasks, and think creatively and flexibly.
- A team player with positive attitude and sense of humor and ability to mentor junior staff, and coach teams for maximum performance; leading by example by managing and showing excellence in execution in their own development/fundraising portfolio.
- Experience with international organizations is a strong plus. Experience in or knowledge of Asia is a plus.
- Exceptional interpersonal skills; Strong ability to interact with the public and high-level individuals and work collaboratively with diverse constituencies.
- Ability and experience with relevant analytic tools with the ability to course correct when needed.

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



Navigating Shared Futures

HONG KONG

HOUSTON

LOS ANGELES

MANILA

MELBOURNE

MUMBAI

NEW YORK

SAN FRANCISCO

SEOUL

SYDNEY

TOKYO

WASHINGTON, D.C.

ZURICH

HOW TO APPLY:

Please email your cover letter and resume indicating position reference code 2207 and salary requirements to: hrjobs@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. Please regard your resume as having been received unless your email is bounced back.

The Asia Society is an equal opportunity employer.