



JOB DESCRIPTION

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| Job Title: | Development Manager |
| Classification: | Full-Time; Exempt |
| Compensation: | \$50,000 - \$55,000; commensurate with experience |
| Benefits: | Paid time off, health insurance, employment retirement contribution of 5% of annual salary plus additional match of up to 5% |
| Schedule: | Min. 40 hours per week; will be required to work some evenings and weekends |
| Reports to: | Vice President, Development |

ORGANIZATIONAL SUMMARY:

Asia Society Texas (AST) 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:

The Development Manager is a key member of the Development team, serving as liaison for important relationships with corporate and community donors, patron members, and prospective donors. As part of the larger team, the Development Manager helps develop strategies for a targeted fundraising approach with opportunities for donor engagement and stewardship. Additional responsibilities include special event support (some evenings and weekends), particularly around donor events, the Huffington Award Dinner, and Tiger Ball.

RESPONSIBILITIES:

- Manage portfolio of corporate sponsors, members, and prospects. Tasks include regular communication about upcoming events, special invitations, and sponsorship opportunities; reporting; and relationship building.
- Engage with AST corporate funders supporting delivery of benefits and liaising with corporate volunteers.
- Develop additional partnership or sponsorship opportunities with new donors, community groups, or businesses to deepen engagement with AST programs and mission.
- Create high-level fundraising materials, including digital presentations, written content, talking points, and any additional items necessary for successful outreach.
- Provide critical support for key programs, series, and special events, including liaising with vendors, administrative tracking, registration, and logistics as needed.
- Contribute to preparation, planning, fundraising, and execution of AST's annual gala, Tiger Ball, including organizing the silent auction.
- Serve as liaison between internal team members/departments and sponsors to ensure clear communication of sponsorship recognition requirements, internal and external deadlines, and benefits.
- Other duties as assigned.

QUALIFICATIONS:

- Undergraduate degree from an accredited university in relevant field.
- 2+ years in a development or fundraising role strongly preferred; experience in non-profits a plus.



- Experience in events management preferred.
- Proven organizational skills with strong ability to set priorities, manage multiple projects, work independently, and perform under pressure.
- Proven ability to work efficiently with flexibility and good humor.
- Outstanding communication and interpersonal skills.
- Demonstrated ability to build and maintain relationships with a wide array of people, including junior and senior staff, for-profit and non-profit, and from diverse backgrounds.
- An understanding of, and an ability to articulate, the accomplishments and goals of an organization like AST.
- Interest and background in Asian cultures and/or foreign affairs a plus.

PERSONAL CHARACTERISTICS:

- Promotes excellence in all matters, with the confidence to defend/debate ideas.
- Organized and calm with attention to detail.
- Transparent, dependable, and direct with ability to exercise tact and diplomacy in organizational settings.
- Self-disciplined, innovative, problem-solving.
- Ability to remain focused in the face of pressure.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable disabled people to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 10 pounds, is occasionally required to stand and walk, and 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.

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 Center (ASTC) 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. ASTC'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.