

Asia Society Career Opportunity

Location: New York

Position: Development Assistant - Code 2205

Purpose:

To provide administrative support to Asia Society's Development, Fundraising and Membership department; support key fundraising events and manage solicitation campaigns; and manage correspondence and data tracking with donors, members, and corporate stakeholders all with an eye to increasing revenue for the organization.

Responsibilities:

- Support the department team in all aspects of event planning and execution for 2-3 major fundraising events annually, as well as all other cultivation and special events (approximately 40 per year), tracking fundraising progress, coordinating mailings and invitations, managing event registration, processing pledges and gifts, preparing invoices and tax acknowledgements, producing online materials as needed, updating event websites, communicating with donors, and maintaining database records.
- Provide executive support to the Vice President of Development, Fundraising and Membership, Managing Director of Philanthropy, Executive Director of and Institutional Relations, and Executive Director of Corporate Relations in daily scheduling and other assignments.
- Draft solicitation proposals, renewals, and acknowledgment letters; proofread correspondence.
- Process invoices and purchase orders, and manage department expense reports.
- Update and maintain master invitation and email lists
- As needed:
 - a. Generate donor reports and proposals, working closely with Asia Society's database services team
 - b. Perform donor research
 - c. Assist with preparation of donor reports and proposals
 - d. Assist with donor or institutional meeting preparation

Qualifications:

- College degree and 1-3 years of related work experience preferred.
- Detail oriented with proven excellent written and oral communication skills
- Stellar organizational skills and the ability to manage multiple tasks simultaneously, consistently producing quality work among multiple deadlines
- Data-driven; experience with Salesforce, ideal.
- Must be highly motivated with a collaborative "can-do" attitude, and able to thrive in a fast-paced, entrepreneurial environment, work well with others and in self-directed capacity.

Asia
Society



Founded in 1956 by
John D. Rockefeller 3rd

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AsiaSociety.org

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 your cover letter and resume indicating position reference code 2205 and salary requirements to: externalaffairsjobs@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.