



## Asia Society Career Opportunity

**Location:** New York  
**Position:** Director, Special Events Code 1924

### Position Summary:

Asia Society was founded on the tenacious belief that genuine understanding across cultures unlocks the potential for a peaceful and sustainable world. Our New York headquarters on Park Avenue in NYC, coordinates work in our 13 Centers throughout the world where we're leveraging new digital tools to reach and galvanize people who see themselves as members of our global community and want to work with us toward these goals at this critical moment in history.

As Director of Special Events you'll work collaboratively with the Chief Development Officer and the EA team to idealize a variety of special events throughout the year to advance and achieve Asia Society's mission and fundraising goals, as well as take Asia Society's events to a dynamic new level. With a specific focus on producing excellent experiences to engage our donor supporters, as well as attract new donors at all levels, you'll be responsible for coordinating and executing flawless events from start to finish, both domestically and internationally. Along with the full EA team's support, you will be responsible for achieving \$3.0M in revenue through individual and corporate sponsorships, table sales, and other avenues at these key marquee events. The Director of Special Events will report to the Managing Director of Development. We are looking for an enthusiastic individual who resonates with creative new ideas to join our vibrant Development team in New York City.

### Responsibilities:

- Works with the Chief Development Officer and the Managing Director of Development to provide event recommendations and outline a calendar of events for the year; you'll research, suggest and oversee event concepts, ranging from small donor events, honoree luncheons and dinners, galas, and more
- Project manages a fast-moving calendar of events, planning and executing events sometimes simultaneously and with tight deadlines
- Supervises project teams including staff, consultants, and volunteers
- Establishes timelines for specified events, including, deadlines and milestones
- Establishes and presents income and expense forecasts for events, manages the budget and monitors expenses, and drives, monitors and delivers revenue of \$1.5M+ annually

Founded in 1956 by  
John D. Rockefeller 3rd

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725 Park Avenue  
New York, NY 10021-5088  
Phone/Fax 212.288.6400  
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- Drafts correspondence and coordinates appropriate solicitation mailings to donors, corporate event sponsors, event leaders, committees, in-kind donors, etc.
- Cultivates relationships and develops opportunities for corporate sponsorships; develops events and after-parties with the sponsor in mind to maximize impact to Asia Society and ROI to the sponsor
- Oversees event logistics, including all aspects ranging from hors d'oeuvres to A/V and technical displays to ensuring appropriate security measures for events
- Develops volunteer leadership and corporate support for designated events
- Oversees auction solicitation: cataloging items, ensuring national and international shipping and donor fulfillment
- Develops event-related print materials, e.g., invitations, programs, auction catalogues, etc. in coordination with Marketing
- Anticipates and attends to special needs of celebrities and VIP guests
- Provides event status updates to CDO, Executive team and other departments as needed, debriefs team after each event and updates procedures and processes where necessary
- Other duties as assigned

### Qualifications:

- 7-9 years of technical event production and event management experience, with a demonstrable track record of events ranging from small dinner and honoree events to major galas; international event planning is a bonus
- Bachelor's degree
- Experience working with clients, donors, sales and creative teams, production companies, and a variety of vendors
- Experience managing budgets and production timelines
- Exceptional organizational, project and time management skills
- Impeccable communication skills, the ability and self-awareness to know when to ask for help, when to listen, and when to speak up
- Acute attention to detail, ability to multitask, and phenomenal follow up skills
- Outstanding interpersonal skills, the ability to navigate tense situations and creatively problem-solve; a collaborative spirit and desire to work cross-functionally across departments
- A positive, "can-do" attitude, an entrepreneurial spirit and value of innovation, and a strong appetite to pave a new path
- A creative approach to existing events and a "well, why can't we do it this way" mentality

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- Strong decision-making ability, and demonstrated ability to work in a fast-paced environment
- Passion for the mission of Asia Society with a strong commitment to its values and its dedication to advancing the three strategic pillars of “Digital First”, “Handshake to the Next Generation”, and “Making an Impact”
- The ability to travel domestically and internationally as needed
- Strong work ethic, enthusiasm, and confidence

### **How to Apply:**

Please email your cover letter, resume and salary expectations to: [hrjobs@asiasociety.org](mailto:hrjobs@asiasociety.org). List job code 1924 and 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.

Asia Society is an equal opportunity employer.

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