



*Navigating Shared Futures*

## Asia Society Career Opportunity

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**Location:** Washington, D.C.

**Position:** Director of Asian Economic Affairs and Outreach Director – Code 2210

### **PURPOSE:**

The Asia Society Policy Institute (ASPI), a solution-oriented think- and do-tank headquartered in New York with an office in Washington, D.C., seeks a Director of Asian Economic Affairs and Outreach Director of the Washington, D.C. office to build and strengthen ASPI's network of stakeholder relationships in Washington, D.C., build funding streams to support ASPI's prosperity pillar, and expand the ASPI D.C. corporate membership program. This position will also contribute to ASPI's policy projects relating to trade and economics in Asia. This position reports to the Vice President and Managing Director of the ASPI Washington D.C. Office.

### **RESPONSIBILITIES:**

(50% of the time):

- Build and strengthen ASPI's network of stakeholder relationships in Washington D.C., particularly within the U.S. government, members of Congress and their staff, Asian and other embassies, corporates, and NGOs, in close coordination with other Asia Society senior staff
- Cultivate strategic partnerships and promote joint initiatives with U.S. and Asian think tank communities
- Oversee and expand the ASPI D.C. Corporate Membership Program
- Identify and implement new sources of funding for ASPI's economic initiatives and the ASPI Washington, D.C. office.
- Assist in developing, coordinating, and implementing programs and initiatives for the D.C. office, including Congressional,



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stakeholder, and Embassy office-wide programs involving ASPI senior leadership.

(50% of the time):

- Under leadership of the Vice President in the Washington, D.C. office, assist in ASPI policy projects in the trade and economic field
- Engage in the design, goal-setting, and implementation of at least one ASPI policy project annually in the trade and economics field
- Develop, organize, and execute meetings and private and public events
- Identify and leverage opportunities for promoting ASPI work, including contributing to public policy discussions and outcomes
- Write and publish op-eds, articles, or short analyses such as blog entries and commentaries on current topics, and participate in public events and private roundtables.

### **QUALIFICATIONS:**

- At least 7-9 years of progressively responsible experience, including at least 5 years' experience managing nonprofit fundraising and strategy, and at least three years directly managing and leading initiatives focused on trade, and Asian economics.
- Consistent track record of advancing an organization's strategic fundraising goals.
- Proven expertise analyzing or working on key issues in trade, and economic issues, including with focus on Asian policy and U.S.-Asia or intra-Asia relations.
- Proven history of generating impact in the policy space by working for and/or engaging government officials, business leaders, and other influential constituencies in policy projects.
- Professional experience participating in multidisciplinary, collaborative research, analysis, and policy development projects in this field.



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- Experience in developing, coordinating, and running programs and initiatives.
- Advanced degree in international relations/affairs, political science, public policy, international economics, or other related area preferred.
- Proficiency in an Asian language a plus; fluency in English required.

Experience living and/or working in Asia preferred.

Asia Society offers a competitive salary, as well as a comprehensive benefits package. For benefits information please visit [www.asiasociety.org/about/careers](http://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 2210 and salary requirements to: [aspijobs@asiasociety.org](mailto:aspijobs@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.