



Navigating Shared Futures

Asia Society Career Opportunity

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Location: New York

Position: Director of Board Affairs & Strategic Engagement

FSLA Exemption Status: Exempt

SUMMARY:

The Asia Society, founded by John D. Rockefeller the 3rd in 1956, is a global non-profit dedicated to identifying future pathways for Asia and the world which enhance peace, prosperity, freedom, equality, and sustainability. Headquartered in NYC, with 15 Centers located in Asia, the US and Europe, the Asia Society has a dynamic and impressive Board of Trustees of more than 70 international leaders representing thought leadership in policy, the arts, education as well as in governance and philanthropy.

The Director of Board Affairs & Strategic Engagement is responsible for both managing the day-to-day governance requirements, communications, and interfacing with the Asia Society's Board of Trustees, as well as fulfilling a strategic role by continually identifying and developing new opportunities to meaningfully engage these trustees based on their interests, experience, and expertise.

The successful candidate will have at least five years of progressively increasing leadership experience in managing a large board. They will have a proven track record in creating a meaningful experience for these constituencies and ideas for how the Asia Society could better do this, meticulous attention to detail, an ability to proactively anticipate needs and requirements, an understanding of how best to prepare and present information for very busy leaders, and diplomatic skills to develop strong relationships both internally and externally. The ideal candidate will ideally also have some fundraising and donor stewardship experience, as well as knowledge of and experience with Customer Relationship Management platforms.



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This person reports to the Chief of Staff to the President & CEO.

RESPONSIBILITIES:

- Continually envisaging and executing on an expanded vision to meaningfully engage trustees and other Asia Society Global Leaders, including through supporting events and helping create other opportunities that appeal to their passions, interests, and priorities, including at a bespoke individual level.
- Building trusted and respected relationships with trustees and other Asia Society Global Leaders and their offices, being the main point of contact for all administration queries, and proactively anticipating needs and requirements.
- Assisting the President & CEO's personal engagement with trustees and other Asia Society Global Leaders, with work including but not limited to, providing strategic advice on and developing plans for trustee engagement, scheduling meetings/calls, producing briefing materials, managing an overall framework and pipeline of engagement working with the Development Department and others internally, and assisting with correspondence.
- Overseeing all institutional communication with trustees and other Asia Society Global Leaders, including identifying opportunities for, and managing the distribution of, information on a regular basis, and ensuring all correspondence is responded to on a timely basis.
- Ensuring that the day-to-day governance responsibilities and requirements of the Board of Trustees are seamlessly attended to, including all legal and audit requirements.
- Managing the overall planning of the Asia Society's twice annual Global Leadership Week, including meetings of the Board of Trustees, and supporting the planning, preparation, conduct, and follow-up from meetings of each of the nine Board Committees (which



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convene up to four times each per year). This includes ensuring all materials are prepared and distributed in a professional manner and in a standard format by the required deadline.

- Providing strategic advice to senior leaders who staff each Board Committee and supporting the production of briefing materials, developing minutes and more detailed internal records, and tracking follow-up items from each Board Meeting and Board Committee.
- Supporting the Development Department with their interaction with trustees and stewardship activities, including efforts around the Annual Fund and other priority fundraising events, such as the Asia Society's Asia Game Changer Awards and other major annual galas.
- Ensuring all records are kept up to date, including through the timely updating of Salesforce and other internal systems, and updating information on relevant pages on the Asia Society website, plus keeping staff up to date on Board-related developments.
- Other tasks as assigned by the Chief of Staff to the President & CEO or senior leadership.

REQUIREMENTS:

- Bachelor's degree, with at least five years demonstrated experience in increasing responsible management roles, preferably in a fast-paced, time sensitive environment.
- At least five years of experience in the management of a non-profit's board.
- Knowledge of and experience with a CRM platform. Experience with Salesforce CRM and Salesforce Marketing Cloud is a strong plus, as is experience with board management software.
- Detail-oriented and organized; ability to be a self-starter and to multi-task in a deadline pressured environment.



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- Must be a strong team player with excellent diplomatic skills.
- A problem-solver when the answers aren't always obvious.
- Excellent oral and written communication skills, including presentation skills.
- Ability to handle sensitive and confidential information.
- Advanced computer skills in all Microsoft Programs, including PowerPoint, Word and Excel.

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:

To be considered for this role, all interested applicants must submit a completed application to the following email: executive-office-jobs@asiasociety.org

A completed application must include:

- Resume or CV
- Cover Letter
- Salary Requirements
- Subject line containing: Director, Board Affairs & Strategic Engagement

Asia Society is an Equal Opportunity Employer.