



*Navigating Shared Futures*

## Asia Society Career Opportunity

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**Location:** San Francisco/Silicon Valley

**Position:** Director of Partnerships and Memberships - Code 2208

**PURPOSE:**

Founded in 1956, the Asia Society’s purpose is to navigate shared futures for Asia and the world across policy, arts and culture, education, sustainability, business, and technology. We provide a platform for dialogue and encourage a diversity of views as we try to find the most effective ways forward. Headquartered in New York City, the organization has 12 other Centers around the world, a global staff of 235, and an annual global operating budget in excess of \$44m.

The Director of Partnerships & Memberships will oversee the Asia Society Northern California Center’s partnership and membership strategy and implementation including individual and corporate memberships and sponsors. The role is primarily responsible for growing the Center’s partnership and membership base in San Francisco and Silicon Valley; and for communicating and implementing creative, innovative appeals for new members, current members, and annual supporters. The successful candidate in this role will exhibit a proactive donor-centered approach. S/he must thrive in working with high-level individual donors, small and large corporations, and demonstrate a drive for excellence within the field of fundraising and partnerships and memberships.

The Director of Partnerships and Memberships helps ensure, as one of their highest priorities, that the Center’s fundraising campaigns, partnerships and memberships are effective, well-coordinated, delivered according to plan, and that current and new audiences are engaged in the Center’s mission.

**RESPONSIBILITIES:**



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- Oversee all aspects of developing, strengthening and maintaining membership programs, including developing an annual membership plan including long and short-term membership benchmarks and budgets; strategically grow the Center's membership through analysis of data and trends, using the latest technology, and annually refine and advance processes that drive member satisfaction and revenue.
- Ensure that a culture of exemplary service to members and supporters is preserved and promoted throughout the Center and respond to inquiries from current and prospective members in a timely manner, tracking all contact results. Manage on-line, Salesforce database, and phone communication with constituents utilizing excellent oral, written, video skills with attention to detail, quality-assurance and accuracy.
- Increase the size of and revenue generated by our membership and partnership base by employing industry best practices in new member acquisition, direct-mail and online fundraising appeals, membership renewals and online fundraising campaigns, while maintaining a better membership renewal rate. Fundraising appeals include all membership drive campaigns, and targeted appeals. S/he will seek to engage target audiences, ultimately convert supporters to members, and take additional priority actions that support the Center's mission.
- Develop and track the membership and partnership appeals, revenue and expense budgets and assist with the development of annual materials for membership promotion and fulfillment.
- Work closely with the Programs team and Director of Finance to segment and customize communications with various groups within the membership base as needed. Coordinate gift processing and membership fulfillment, ensuring that all gift entry and acknowledging/receipting is completed accurately and efficiently.
- Establish effective working relationships with mail houses, printers, online platforms, and other vendors as required. Maintain sufficient inventory of materials needed for in-house fulfillment and programs.



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- Support the Center with corporate membership stewardship, including serving as point of contact for Annual Dinner and big Signature Event sponsorships and preparing customized post-event impact reports.
- Partner with the Programs team including managing events (San Francisco and Silicon Valley), establishing policies and procedures, and ultimately increase the membership of the Center. Goals and metrics should be included within the membership annual plan.
- Select, coordinate, and work with volunteers and interns as applicable, with ability to document new processes and train staff, interns and volunteers in best practices.
- Serve as the Center's representative with external constituents as needed.

**QUALIFICATIONS:**

- College degree required, plus 7-9 years of related work experience preferred including membership, corporate and/or annual fund experience, ideally in a non-profit setting, for a membership or annual fund program with thousands of members.
- Demonstrated passion, and ideally first-hand experience, about Asia and U.S.-Asia relations in policy, arts and/or education and Asia Society's mission.
- Superb written and verbal communication skills with the ability to write quickly, accurately, and with impact on deadline. Experience in communicating to Asia-related audiences preferred.
- Ability to communicate and work well with all levels of staff, vendors, members, donors, community partners and others is a must.
- Superior organizational skills and drive with ability to handle a multitude of tasks, including experience in project management and setting and adhering to deadlines.
- Ability to work independently with limited supervision and high motivation. S/he should provide a visionary approach to the work; must be a self-starter with the ability to refine processes and increase efficiency.



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- Willingness to work evenings or mornings as needed, as part of a global organization with Centers in Asia and Europe, and headquarters in New York.
- Strong ability to interact across time zones and with diverse constituencies, including experts, funders/donors, and all levels of staff with tact and integrity and good judgment.
- Successful candidates will have a solid track record assisting with events; two (2) years of direct oversight in event management is a plus.
- Other duties as assigned.

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 2208 and salary requirements to: [asncc@asiasociety.org](mailto:asncc@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.

Asia Society is an Equal Opportunity Employer.