Asia Society Career Opportunity

Location: Northern California Center, San Francisco

Position: Director of Programs

FSLA Exemption Status: Exempt

SUMMARY:

Founded in 1956, 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 Programs will contribute to the growth of the Northern California Center by developing and delivering the Center’s programming slate. Programs include private off-the-record Executive Roundtable briefings, public events, and major conferences/programs in San Francisco and Silicon Valley. The Director will play a lead role in developing, vetting and implementing a diverse range of speaker events and relevant content for the Center’s short and long-term programming calendar.

RESPONSIBILITIES:

- Play a lead role in the narrative-building, design and goal-setting of events and the Center’s program calendar.
- Oversee coordination of in-person and virtual events and meetings in San Francisco and Silicon Valley, including booking space and logistical needs, sending invitations, helping to secure speakers, assisting in organizing the actual event, and conducting necessary follow up.
- Oversee and contribute to the Center’s content development and publications, including input for the Center’s communications; and managing the
marketing of private events through the creation and coordination of email campaigns and social media.

- Oversee preparation of substantive materials for use in events, including but not limited to announcements, program handouts, talking points, PowerPoint presentations, correspondence with participants, and blogs and other social media and web content describing the event.

- Assist in the management of the Center’s corporate sponsorship pitches and programs as related to the program calendar.

- Oversee intern management and research outputs through oversight and review of specific research tasks and projects related to the Center’s programs and projects.

- Manage the program calendar with the program team.

- Prepare and reconcile the monthly expenses as related to programs.

- Develop and maintain systems and procedures to ensure timely and efficient workflow.

- Manage contact lists and databases in Salesforce as related to the Center’s programs.

Other duties as assigned.

QUALIFICATIONS:

- College degree required. Masters preferred with 7-9 years of related work and progressively responsible experience leading programs and initiatives

- Highly organized, with strong attention to detail and an entrepreneurial spirit

- Excellent written and oral communication skills, including proofreading, and editing skills, and ability to research information and present it concisely

- Demonstrated interest in Asia

- Ability to effectively use Zoom and other online platforms to host virtual events

- Must be able to coordinate a variety of tasks simultaneously and consistently follow up on details
- Resourcefulness, with an orientation to measurable results
- Strong ability to interact across time zones and with diverse constituencies, including experts, funders/donors, and all levels of staff with tact and good judgment
- Excellent computer skills, including advanced Microsoft Office knowledge (Word, Excel, PowerPoint, and Outlook); knowledge of Salesforce and database software preferred
- Team player willing to assist where needed

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 salary requirements to: Director of Programs.

Asia Society is an Equal Opportunity Employer.