



Navigating Shared Futures

Asia Society Career Opportunity

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Location: New York

Position: Director of Special Events

FSLA Exemption Code: Non-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 Centres around the world, a global staff of 235, and an annual global operating budget above \$44m.

This individual will be a mission-critical staff member to help significantly grow and advance Asia Society's mission and fundraising goals through well-executed stewardship and cultivation events in New York and globally. This role will assist in Trustee and Major Gift stewardship through the impeccable execution of cultivation, stewardship events as well as Trustee and Major Gift caravans.

RESPONSIBILITIES:

Stewardship

- Outline a calendar of events for the year; research, suggest and oversee event concepts, ranging from small donor events, honoree luncheons and dinners, galas, and more.
- 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.
- Develops volunteer leadership and corporate support for designated events.
- Anticipates and attends to the special needs of celebrities and VIP guests.



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- 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.
- Assist CDO as well as major gifts team on donor calls, pitch decks, list preparation, bio-briefs, and initiative invitation outreach, as required.
- Drafts correspondence and coordinates appropriate solicitation mailings to donors, corporate event sponsors, event leaders, committees, in-kind donors, etc.
- 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 the Public Information Department.
- Working with the Development Department Assistant, overseeing the editing of meeting notes, and ensuring timely follow-up on action items from internal and external meetings.

Event Management

- Be a leader in overseeing Asia Game Changers fundraising initiative from a \$1.2M marquee event to \$2.0M and beyond.
- Manage logistics and coordination of cultivation events with Trustee and high-net-worth prospects, including list compilation, interface with prospect researcher, and compile bio briefs, initial invitation outreach, follow-up, and management of cultivation budget.
- Oversee logistics and coordination of Trustee and Major Donor Global Caravans.
- Manage logistics, budget, invitation, and comp list of annual Asia Game Changers; interface with designer, venue, and other internal and external partners and providers for the event, working closely with the CDO on planning, execution, and follow-up.
- Manage all event logistics and materials and interface with other supporting departments as needed.
- Oversees event logistics, including all aspects ranging from hors d'oeuvres to A/V and technical



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displays to ensuring appropriate security measures for events.

Project Management

- 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.

REQUIREMENTS :

- 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".
- Bachelor's degree, or equivalent, specializing in membership, development, sales or marketing, business administration, or a related field.
- At least eight years of related experience in prospect research, fundraising/development experience, and non-profit experience are strongly preferred. Should show progressive leadership experience and skills.
- At least 5 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.
- Experience working with clients, donors, sales and creative teams, production companies, and a variety of vendors.
- Experience managing budgets and production timelines.
- Experience with financial software systems is required. Experience with a CRM is needed, with knowledge of Salesforce and Marketing Cloud a plus.



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- Proficient in Salesforce (preferable), MS Office (intermediate level), and experience with a relational databases such as Wealth-X.
- Knowledge of information systems including a variety of software, internet, and various databases, and knowledge of prospect research ethics, including statements by APRA and CASE, helpful.
- Intermediate knowledge of donor types and understanding of fundraising processes and donor cycles.
- Must have strong qualitative and quantitative analysis and research skills and a proven track record as a creative problem solver.
- Exceptional organizational, project, and time management skills.
- Impeccable communication skills (verbal and written), the ability and self-awareness to know when to ask for help, when to listen, and when to speak up, and sensitivity to donor information.
- Acute attention to detail, ability to multitask, phenomenal follow-up skills, and demonstrated ability to quickly and concisely synthesize large amounts of information.
- Outstanding interpersonal skills, the ability to navigate tense situations and creatively problem-solve; a collaborative spirit and desire to work cross-functionally across departments.
- Must show strong team-building and collaboration skills and demonstrated respect for building a team culture of Diversity, Equity, and Inclusion with an ability to effectively relate to a diverse audience.
- Demonstrated ability to work effectively with high-level trustees and donors with total discretion and confidentiality.
- 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.
- Strong decision-making ability, and demonstrated ability to work in a fast-paced environment.
- The ability to travel domestically and internationally as needed.
- Strong work ethic, enthusiasm, and confidence.



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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:

Please submit your cover letter and resume indicating salary requirements to:

developmentopportunities@asiasociety.org.

Asia Society is an Equal Opportunity Employer.