

Asia Society Career Opportunity

Location: Washington, D.C.

Position: Director, Asia-Pacific Trade, Investment and Innovation – Code 2114

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 Trade, Investment and Innovation in its Washington office to develop and implement policy projects, design and implement office programs and initiatives, and help to deepen relationships with the U.S. and Asian economic policy communities in Washington. This position reports to the Vice President and Managing Director of the ASPI Washington D.C. Office.

Responsibilities:

- Engage in the design, goal-setting, and implementation of ASPI policy projects in the trade, investment, and innovation field.
- Build and strengthen relationships and partnerships with stakeholders in these initiatives across multiple geographies, but particularly those based in Washington: U.S., Asian, and other international government officials; business leaders; representatives from multilateral organizations and civil society; etc.
- Develop, organize, and execute meetings and private and public events
- Stay abreast of new policy developments; analyze policy; lead in the coordination and development of policy roadmaps and recommendations; draft white papers, articles, and opinion pieces for myriad audiences
- Represent ASPI in both public settings and private, high-level briefings
- Develop and implement strategies for promoting ASPI initiatives among local and global audiences and securing the attention and engagement of influential constituencies
- Manage the tasks of staff engaged in your initiatives, as well as the budget of these initiatives, in concert with ASPI senior leadership
- Support the trade, investment and innovation work of the Vice President
- Plan and carry out fundraising activities for your projects and portfolio, in coordination with the Asia Society's development department and ASPI senior staff

- Expand the network of partnerships and stakeholder relationships for the D.C. office, particularly with the U.S. government, Congress, and embassies, in close coordination with other Asia Society senior staff
- Assist in developing, coordinating, and implementing programs and initiatives for the D.C. office, including Congressional, stakeholder, and

Asia
Society



Founded in 1956 by
John D. Rockefeller 3rd

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- Embassy office-wide programs involving ASPI senior leadership.
- Engage in other duties as assigned.

Qualifications:

- At least 7-9 years of progressively responsible experience, including at least three years in directly managing and leading initiatives focused on trade, investment, and innovation.
- Expertise in trade, investment, and innovation matters, including with focus on Asian policy and U.S.-Asia or intra-Asia relations.
- Professional experience analyzing or working on key issues in trade, investment, and innovation.
- 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.
- Experience managing staff in a matrixed organization preferred; experience in nonprofit management including strategy, fundraising, and administration a plus.
- 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.

How to Apply:

Please email (1) cover letter addressing qualifications and salary requirements and (2) resume to aspjobs@asiasociety.org. These attachments should be PDF or MS Word files.

Only complete applications will be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted.

Asia Society is an equal opportunity employer.