

# Asia Society Career Opportunity

**Location:** New York or Washington, D.C.

**Position:** Director, South Asia Initiatives – Code 2113

## **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 South Asia Initiatives to develop and implement India and South Asia-focused policy projects. This position reports to the Vice President of International Security and Diplomacy.

## **Responsibilities:**

- Engage in the design, goal-setting, and implementation of ASPI policy projects focused on South Asia, with a particular focus on India.
- Build and strengthen relationships and partnerships with stakeholders in these initiatives across multiple geographies.
- Identify experts and leaders from stakeholder groups to take part in initiatives; manage this engagement and liaise with participants
- Develop, organize, and execute meetings and private and public events
- Monitor and analyze relevant South Asia policy developments and relevant work by leading scholars and institutions.
- Prepare analytic reports, policy roadmaps and recommendations; draft white papers and articles for U.S. and international audiences
- Support and coordinate closely with ASPI's Delhi office.
- Represent ASPI in both public settings and private, high-level briefings related to South Asia, and participate in worthwhile panel discussions and task forces.
- Conduct media interviews, podcasts and video programs on South Asia issues and maintain an appropriate social media output.
- Develop and implement strategies for promoting ASPI initiatives among local and global audiences and securing the attention and engagement of influential constituencies.
- Establish and maintain contacts with relevant policy makers in the U.S., Indian, and other governments as appropriate.
- Manage the tasks of staff engaged in your initiatives, as well as the budget of these initiatives, in concert with ASPI senior leadership
- Plan and carry out fundraising activities for your projects and portfolio, in coordination with the Asia Society's development department and ASPI senior staff
- Engage in other duties as assigned.

## **Qualifications:**

Asia  
Society



Founded in 1956 by  
John D. Rockefeller 3rd

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[AsiaSociety.org](http://AsiaSociety.org)

- At least 7-9 years of progressively responsible experience managing and leading initiatives focused on South Asia.
- Expertise in India, the wider sub-region, and U.S.-India relations.
- Professional experience analyzing or working on key issues in Asian security, military, and foreign affairs.
- Proven history of generating impact in the policy space by 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 Hindi and an Asian language a plus; fluency in English required.
- Experience living and/or working in South Asia preferred.

**How to Apply:**

Please email (1) cover letter addressing qualifications and salary requirements and (2) resume to [aspjobs@asiasociety.org](mailto: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.