



## Asia Society Career Opportunity

**Location:** New York

**Position:** Executive Director, Major Gifts Code 1923

### Position Summary:

Asia Society was founded on the tenacious belief that genuine understanding across cultures unlocks the potential for a peaceful and sustainable world. Our New York headquarters on Park Avenue in NYC, coordinates work in our 13 Centers throughout the world where we're working to galvanize people who see themselves as members of our global community and want to work with us toward these goals at this critical moment in history.

The Executive Director of Major Gifts reports to the Managing Director of Development and will be responsible for managing and stewarding relationships with existing major donors as well as identifying, cultivating, and soliciting a portfolio of new individual prospects – especially focused on the New York community – with the capacity to support Asia Society's programs.

This role requires an experienced and highly-motivated fundraising professional, a self-starter who is comfortable engaging and calling on high net worth individuals and successfully working independently and as a team member to create and implement major gifts fundraising strategies and reach agreed financial goals. The ideal candidate will bring a portfolio of contacts and will work closely with the Chief Development Officer and the Managing Director of Development and the top Asia Society leadership team.

### Responsibilities:

- Responsible for the identification, qualification, cultivation, solicitation and stewardship of donors capable of giving gifts of \$10,000 or more annually.
- The Executive Director Major Gifts Officer will manage a portfolio of 125-150 donors and prospects and will raise more than \$1.5 million in major gifts revenue annually.
- Manage all aspects of fundraising continuum: prospect identification, donor acquisition, stewardship, renewal, and upgrades.
- Initiate contacts with potential major gift donors and constantly increase lead pipeline, with a high percentage of conversion to donors
- In consultation with Managing Development create appropriate cultivation plans for each donor; deepening long-term relationship
- Prepare reports / briefings for the EA leadership to show progress on donor cultivation plans.
- Prepare customized proposals for potential donors

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John D. Rockefeller 3rd

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- Maintain stewardship contacts with donors; demonstrate empathetic disposition, and perseverance; reflect optimistic and positive attitude, and convey sensitivity to donors' needs.
- Identify donors with substantial gift potential (over \$25,000 / capital campaign prospects) and smoothly transition them to the Managing Director of Development for further cultivation, as appropriate.
- Actively participate in donor cultivation events and receptions, to build relationships. Evening and weekend work should be expected.
- Respond promptly and appropriately to all donor inquiries
- Ensure that donor renewals and requests for upgrades are handled in a timely manner.
- Responsible for using Salesforce, our donor database, prospect research and other wealth screening tools to aid in moves management process and capturing in writing all engagement
- Prepare reports / briefings for the CDO to show progress on donor cultivation plans for all donors and prospects in the portfolio of the Executive Director, Major Gifts.
- Perform other duties as assigned.

#### Qualifications:

- Bachelor's Degree, or Masters preferred.
- 7-9 years related work experience
- Has expert knowledge of CRM donor database systems, in particular Salesforce. Knowledge of Marketing Cloud a plus
- Proven experience in individual fundraising in a complex organization, experience in a nonprofit and cultural institution a plus
- A track record of building donor relationships and closing gifts in five/six-figure range.
- Well-honed skills in developing and successfully implementing long-term donor cultivation, solicitation and stewardship strategies.
- Able to analyze and interpret data and prepare accurate and insightful reports, and projections.
- Exhibits initiative, resourcefulness and creative thinking to craft successful strategies, develop engaging events, and solve problems.
- Speaks clearly, confidently and persuasively in positive or negative situations; listens and gets clarification; participates constructively in meetings. Maintains poise under pressure.
- Writes clearly and persuasively; is a confident and compelling speaker
- Contributes to building a positive team; puts success of team above own interests; builds morale and group commitments to goals and objectives; supports other's efforts to succeed
- Provides vision and inspiration to peers and subordinates, and mobilizes them to fulfill the vision; exhibits confidence in self and others.
- Improves and promotes quality; demonstrates accuracy and thoroughness. Demonstrates attention to detail, ability to multi-task, and commitment to achieve deadlines

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## How to Apply:

Please email your cover letter, resume and salary expectations to: [hrjobs@asiasociety.org](mailto:hrjobs@asiasociety.org). List job code 1923 and 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.

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