

Asia Society Career Opportunity

Location: New York

Position: Executive Director, People and Culture – Code 2022

PURPOSE:

The Asia Society, founded in 1956, is dedicated to identifying future pathways for Asia and the world which enhance peace, prosperity, freedom, equality, and sustainability. Our external mission is echoed in our internal [Values Statement](#). We encourage a positive, supportive, and respectful working environment which rewards civility, inclusivity, collegiality, and teamwork across all our disciplines and are committed to the principles of Diversity, Equity and Inclusion. Headquartered in New York City, the organization has 12 other Centers around the world, all of which contribute digital content about Asia and issues related to Asia in the fields of arts, business, culture, education, and policy.

Seeking to be an “Employer of Choice” for a 21st Century workforce, the Asia Society is seeking an innovative and forward-looking Executive Director, People and Culture that will work with senior leadership in creating a safe, collaborative, and inclusive environment as the workplace is redefined in the wake of the COVID epidemic. This individual must be a “player-coach,” managing a significant portfolio while leading the small People and Culture team by example.

The Executive Director, People and Culture has overall responsibility for all aspect of staff recruitment, hiring, benefits and compensation, on-boarding and off-boarding, benefits and compensation, HCMS, talent management (including performance management and professional development), DEIA initiatives, People and Culture policies and practices, and compliance and risk management. This position will work closely with the Chief Administration Officer (CAO) to create an industry-leading culture that will attract and keep top talent and nurture an inclusive and collaborative workplace where everyone knows that they are an integral part of our global mission.

RESPONSIBILITIES:

- Work with the CAO and the Director, People and Culture in creating and maintaining a best-of-class culture, including DEIA education and initiatives and staff development opportunities for all.
- Design strategic and digitally supported solutions in all People and Culture disciplines including recruitment, benefits, talent management, and risk management.
- Analyze reporting to inform recommendations and business decisions, creating management dashboards and collecting key metrics in a timely manner.
- Oversee data and reporting requests and annual benefit plan and compliance audits.

Asia
Society



Founded in 1956 by
John D. Rockefeller 3rd

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- Working with the CAO and Director, People and Culture create innovative staff development programs, including leadership training
- Network with Human Resources (HR) peer groups to gather external HR data.
- Together with Executive Director, Digital Strategy and Solutions, Controller and People and Culture team, oversee HCMS implementation and improvements.
- Work with the CAO and Director, People and Culture on staff counseling and coaching.
- Manage departmental budget and approve all department-related expenses.
- Supervise the Director, People and Culture and other People and Culture positions, as applicable.
- Perform additional duties as assigned.

REQUIREMENTS:

- Bachelor's degree and at least nine years related experience with increasing levels of leadership in HR. Experience with nonprofits is a plus
- SHRM Senior Certification or other relevant advanced degree or HR certification is a plus.
- Excellent oral and written communication skills, including ability to work with all levels of staff.
- Excellent ability to maintain confidentiality and discretion.
- Ability to work with grace under pressure.
- Proficient with Word/Excel and knowledge of HCMS software and HR technology solutions. Experience with Salesforce is a plus.
- Able to see the big picture but also be "hands-on" when required.
- Ability to provide excellent "customer service" experience to staff.

How to apply:

For positions in New York, please email your cover letter and resume indicating position reference code 2022 and salary requirements to: HRJobs@asiasociety.org.

Indicate 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.

The Asia Society is an equal opportunity employer.