



Founded in 1956 by John D. Rockefeller 3rd in New York, the Asia Society is a leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among peoples, leaders and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, the Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future.

Asia Society Hong Kong Center (“ASHK”) is an affiliate of The Asia Society and is currently looking for a high caliber candidate to join our team.

Assistant Development & Membership Officer (Contract)

Responsibilities:

- Report to the Head of Development & Membership;
- Process, maintain and manage membership databases, ensuring all records are current and accurate. Prepare periodic reports;
- Work with team members to maximize membership & development opportunities; provide support for the implementation of fundraising campaigns and special events;
- Promote membership programs to interested individuals and organizations;
- Assist with member communication activities (ie: Email Campaigns) and tracking membership statistics;
- Work with automation platforms to efficiently input and track data;
- Handle membership enquires and complaints, provide customer service and support to members, responsible for registration of new members and renewals;
- Coordinate membership & development events;
- Design & develop new collateral for promotion and events;
- Other ad-hoc duties as assigned.

Requirements:

- A bachelor’s degree from a recognized university; with minimum 2 years relevant experience preferred;
- Excellent communication skills, including interpersonal, writing and presentation in English and Chinese. Fluency in Mandarin would be a plus;
- A customer oriented, dynamic personality with a can-do attitude;
- A good team player with an eye for detail, and an ability to multi-task in a fast paced, dynamic environment;
- Motivated and resourceful with a can-do attitude;
- A self-starter who is committed, pro-active, possesses strong problem-solving skills, and can work under pressure;
- Flexibility regarding schedule as many programs are held in the evenings or on weekends;
- Proficiency in MS Office (Word, Excel, PowerPoint) and Chinese Word, Photoshop; experience in database operation and data management.

Attractive remuneration package commensurate with qualifications and experience will be offered to the right candidate. Interested parties please apply with full resume stating date of availability and expected salary to hrhk@asiasociety.org.hk

All personal data collected will be used for recruitment purpose only. Applicants not hearing from us within 2 months may consider their applications unsuccessful and all personal data supplied will be destroyed within 6 months.