

## **JOB DESCRIPTION**

**TITLE:** Director of Programs

**LOCATION:** San Francisco / Silicon Valley

**DATE:** January, 2019

**GRADE:** 9

**PROGRAM/DEPT:** Northern California Center

**REPORTS TO:** Executive Director

### **PURPOSE:**

The Director of Programs will contribute to the growth of the Center by developing and delivering the Center's programming slate. Programs include public events, private off-the-record Executive Roundtable briefs, and major conferences/programs in San Francisco and Silicon Valley. The Director will play a lead role in developing, vetting and implementing a diverse range of speaker events and relevant content for the Center's short and long-term programming calendar.

### **RESPONSIBILITIES:**

- Play a lead role in the narrative-building, design and goal-setting of events and the Center's program calendar.
- Oversee coordination of private and public events and meetings in San Francisco and Silicon Valley, including booking space and logistical needs, sending invitations, helping to secure speakers, assisting in organizing the actual event, and conducting necessary follow up.
- Oversee and contribute to the Center's content development and publications, including input for the Center's communications; and managing the marketing of public events through the creation and coordination of email campaigns and social media.
- Oversee preparation of substantive materials for use in public and private events, including but not limited to public announcements, program handouts, talking points, PowerPoint presentations, correspondence with participants, and blogs and other social media and web content describing the event.
- Supervise program staff.
- Assist in the management of the Center's corporate sponsorship pitches and programs as related to the program calendar.
- Oversee intern management and research outputs through oversight and review of specific research tasks and projects related to the Center's programs and projects.
- Manage the program calendar with the program team.
- Prepare and reconcile the monthly expenses as related to programs.
- Develop and maintain systems and procedures to ensure timely and efficient workflow.

- Manage contact lists and databases as related to the Center's programs.

Other duties as assigned.

### **QUALIFICATIONS:**

- College degree required. Masters preferred with 7-9 years of related work and progressively responsible experience leading programs and initiatives
- Highly organized, with strong attention to detail and an entrepreneurial spirit
- Excellent written and oral communication skills, including proofreading, and editing skills, and ability to research information and present it concisely
- Demonstrated interest in Asia
- Must be able to coordinate a variety of tasks simultaneously and consistently follow up on details
- Resourcefulness, with an orientation to measurable results
- Strong ability to interact across time zones and with diverse constituencies, including experts, funders/donors, and all levels of staff with tact and good judgment
- Excellent computer skills, including advanced Microsoft Office knowledge (Word, Excel, PowerPoint, and Outlook); knowledge of Salesforce and database software preferred
- Team player willing to assist where needed

### **COMPETENCIES:**

#### **Leadership:**

- Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals
- Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

#### **Professional and Results-Oriented:**

- Seeks to consistently produce results that achieve goals and objectives
- Conscientious and efficient in meeting commitments and observing deadlines
- Able to work independently with minimum supervision
- Good judgment, tact and discretion
- Ability to translate ideas into action

#### **Collaboration and Teamwork:**

- Excellent skills in communicating with people from different cultures, backgrounds, and across time zones
- Works with others towards common purposes to achieve shared goals by developing and maintaining responsive, cooperative and mutually beneficial internal and external relationships

- Acts as a global facilitator to have conversations, exchange ideas and build understanding

**Innovation:**

- Identifies new and creative ways of doing something or solving a problem that improves, changes and results in value to the organization and constituencies (could be through technology or introducing new ways of thinking)
- Uses technology for impact, reach and efficiency, such as through social media, databases, etc.

**Technical Expertise:**

- Professional competencies in the related field of work
- Recognizes trends in theory and practice of one's own technical area and effectively prepares for anticipated changes

**How To Apply:**

Please email your cover letter, resume, and salary requirements to [sanfrancisco@asiasociety.org](mailto:sanfrancisco@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.

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