



## **JOB DESCRIPTION**

**TITLE:** Director of Programs

**LOCATION:** Seattle, Washington

**DATE:** August 2024

**CENTER:** Seattle

**REPORTS TO:** Executive Director, Asia Society Northern California & Seattle

### **PURPOSE:**

The Director of Programs will help build a newly established Seattle Center by developing and delivering the Center's programming slate. Programs include private off-the-record Executive Roundtable briefings, public events, and major conferences/programs virtually and in-person in the region. 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. The Director will work in close collaboration and share resources with the Northern California Center team. The two Centers operate as one team.

### **RESPONSIBILITIES:**

- Play a lead role in content development and the narrative-building, design and goal-setting of events and the Center's program calendar.
- Oversee coordination of in-person and virtual events and meetings, 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 posting of the event on the Center website (Drupal), ticketing & CRM platforms ACME & Salesforce, and social media
- Curate the Center's communications including the marketing of events and announcements through the creation and coordination of a calendar of email campaigns and social media.
- Oversee preparation of substantive materials for use in events, including but not limited to announcements, program handouts, talking points, PowerPoint presentations, correspondence with participants, and blogs and other social media and web content describing the event.
- Assist in the management of the Center's corporate sponsorship pitches and programs as related to the program calendar.

- Manage intern recruitment, supervision, and task allocation while guaranteeing smooth onboarding, training, and performance evaluation, matching tasks with abilities and objectives and solving problems.
- 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 together with the program team in Northern California.
- Manage contact lists and databases in Salesforce as related to the Center's programs and in coordination with the Northern California team.
- Manage & help cultivate Partnerships and Memberships in coordination with the Northern California team and Director of Partnerships & Memberships.
- Prepare and reconcile the monthly expenses with the Senior Accountant in Northern California.
- Develop and maintain systems and procedures to ensure timely and efficient workflow.
- Social Media and Marketing skills are a plus

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
- Ability to effectively use Zoom and other online platforms to host virtual events
- 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
- Detail oriented and willing to learn how to update the Center's website (Drupal), event ticketing platform ACME, and CRM Salesforce
- 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
- Experience in Zoom and Salesforce highly desirable and the use of custom web forms and membership tools is a plus. Strong computer skills (MS Word, MS Excel) are required.

This is a full-time position. The Center offers a very competitive salary, as well as a comprehensive benefits package: <https://asiasociety.org/sites/default/files/inline-files/AS%20Seattle%20Benefits%20Summary%20July%202024.pdf>

How to Apply:

Please email your cover letter, resume, and salary requirements to:

[AsiaSocietySeattle@asiasociety.org](mailto:AsiaSocietySeattle@asiasociety.org) Indicate job title in the subject line. No phone calls please.

Asia Society Northern California (with Asia Society Seattle) is an Equal Employment Opportunity Employer.