

Trustees

ASIA SOCIETY PHILIPPINE FOUNDATION, INC.

Job Opening: Program Officer for Partnership Development

DEPARTMENT: Programming

REPORTS TO: Executive Director

PURPOSE: The Program Officer is a key part of Asia Society Philippines as it holds responsibility for the successful development, coordination, and execution of public and private programs for the organization. With the objective of primarily improving people-to-people relations in the Philippines, Asia, and the West, s/he will require effective interaction with the following key stakeholders such as institutional partners, donors, and Asia Society Philippines Trustees and Members.

RESPONSIBILITIES:

- Lead the fundraising for programs and activities together with the Executive Director
- Manage fundraising efforts and initiatives of the Center
- Spearhead the organization of programs and activities that aim to promote the mission of the organization
- Represent Asia Society at public events and private briefings
- Establish and maintain good relationships with the key stakeholders

REQUIREMENTS:

- Bachelor's Degree in related field with at least 3 years of experience in fundraising or marketing/sales
- Exceptional interpersonal skills and the ability to work successfully with diverse constituencies, including corporations, government, embassies, NGOs, academic institutions, and media
- Highly organized with strong attention to detail and able to manage multiple tasks
- Creative and entrepreneurial spirit with a high degree of confidence and ability to exercise independent judgment and problem-solve
- Interest and background in Asian and international affairs
- Outstanding verbal, written, and overall communications skills

Global Officers



Founded in 1956 by John D. Rockefeller 3rd

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Philippines

- Proficiency with Microsoft Office Suite with basic background of Adobe suite

HOW TO APPLY:

- Submit your (a) Resume and (b) Cover Letter to:

Suyin Liu Lee

Executive Director

Asia Society Philippine Foundation, Inc.

Email: ManilaHR@asiasociety.org

- Indicate “Application: Program Officer” on email subject line
- Applications with incomplete requirements will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted.
- Please regard your application as received unless your email bounced back

Asia Society is an equal-opportunity employer.

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Washington SyCip

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ASIA SOCIETY PHILIPPINE FOUNDATION, INC.

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AsiaSociety.org/Philippines