



Philippines

Founded in 1956 by John D. Rockefeller 3rd

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Fernando Zobel de Ayala

## ASIA SOCIETY PHILIPPINE FOUNDATION, INC.

### Job Opening: Program Officer

**DEPARTMENT:** Programming

**REPORTS TO:** Executive Director

**PURPOSE:** The Program Officer will oversee all aspects of development, coordination, and implementation of public and private programs on a broad range of topics including policy, business, education, arts and culture; in the context of strengthening Asian and U.S.-Asia relations. In coordination with the Executive Director, s/he will also help identify and cultivate prospective donors such as individual, foundation and corporate donors.

#### RESPONSIBILITIES:

- Develops program strategies that fulfill the objectives of ASPF
- Implements day-to-day programming tasks to ensure smooth and timely execution of projects and activities, including conferences, special events, and other public programs in the fields of arts & culture, business & policy, education, and leadership
- Establishes networks and maintains good relationships with key stakeholders
- Directs marketing and communication activities to strengthen the Center's presence and branding
- Serves as liaison in programming concerns between the Philippine Center and all other centers of Asia Society
- Assists the Executive Director in overseeing operations in the Philippine Center, by providing managerial and administrative support in relation to project planning, design and implementation
- Assists the Executive Director in fundraising activities
- Participates in project monitoring and evaluation and review of ongoing and future projects, as needed
- Coordinates with Marketing & Communications agencies or with colleagues assigned to fulfill this function
- Represents Asia Society at public events and private briefings

Global Officers

Chan Heng Chee  
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John L. Thornton  
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Vice Chair & Secretary  
Lewis B. Kaden  
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Treasurer

Josette M. Sheeran  
Lulu and Anthony Wang  
President and CEO

ASIA SOCIETY PHILIPPINE FOUNDATION, INC.

AIM Conference Center, 2nd Floor, Benavidez corner Trasierra Streets, Legaspi Village, Makati City, Philippines 1260

Phone 632.550.2612 Telefax 632.810.8983

AsiaSociety.org/Philippines



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## REQUIREMENTS:

- Bachelor's Degree in related field
- Preferably with corporate experience (at least 3 years) in project management, business development, and strategy.
- 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-solving
- Interest and background in Asian and international affairs
- Outstanding verbal, written, and overall communication skills
- Proficiency with Microsoft Office Suite with basic background of Adobe suite

## HOW TO APPLY:

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

**Joy F. Alampay**  
**Executive Director**  
**Asia Society Philippine Foundation, Inc.**  
Email: [ManilaHR@asiasociety.org](mailto:ManilaHR@asiasociety.org)

- Indicate "Application: Program Officer" on email subject line
- Applications with incomplete requirements will not be accepted. No phone calls, please. Considered candidates will only be contacted.
- Regard applications as received unless email bounced back

Asia Society Philippines is an equal-opportunity employer.

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