



*Navigating Shared Futures*

## **Asia Society Career Opportunity**

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**Location:** New York

**Position:** Managing Director of Development - CODE 2222

**FSLA Exemption Code:** Exempt

### **SUMMARY:**

Founded in 1956, Asia Society's purpose is to navigate shared futures for Asia and the world across policy, arts and culture, education, sustainability, business, and technology. We provide a platform for dialogue and encourage a diversity of views as we try to find the most effective ways forward. Headquartered in New York City, the organization has 12 other Centers around the world, a global staff of 235, and an annual global operating budget in excess of \$\$44m.

This individual will be a right hand and trusted advisor to the Chief Development Officer (CDO), overseeing all administrative and operational aspects of a dynamic and growing Development team. They will be responsible for their own significant fundraising portfolio and will also support the CDO on staff development and day-to-day donor stewardship.

Working as the department deputy leader, this person will also help oversee major gifts cultivation events and execution, management of prospect research, compliance with and use of the Salesforce CRM in partnership with the Development Operations Manager, and facilitating special projects and research to assist the CDO in their leadership role in the organization.

### **RESPONSIBILITIES:**

#### **Fundraising and Donor Stewardship**

- Manage logistics and coordination of cultivation events with Trustee and high-net-worth prospects, including list compilation, interface with prospect researcher, compile bio briefs, initial invitation



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outreach, follow-up, and management of cultivation budget.

- This role will manage their own portfolio of high net worth individuals, with an expectation that they will be responsible to raise a minimum of \$500K annually, with specific annual growth metrics.
- Assist CDO as well as major gifts team on donor calls, pitch decks, list preparation, bio-briefs, initiative invitation outreach, as required.
- Manage logistics, budget, invitation and comp list of annual Asia Game Changers; interface with designer, venue, and other internal and external partners and providers for the event, working closely with the CDO on planning, execution and follow-up.

### **Human Resources and Staff Development**

- Provide guidance and fundraising leadership by example to junior team members, directing them to relevant training and support.
- Oversee staff attendance and compliance and interface with Asia Society's Human Resources Information System platform. Coordinate with the People and Culture department on employee issues on the CDO's behalf.

### **Administration**

- Review and first line-approve staff expenses in the Concur expense system. Keep CDO up to date with regular financial and fundraising reports and relevant Dashboards, leveraging CRM tools.
- In coordination with the CDO help prepare annual budgets and regular budget updates throughout the fiscal year. Liaise with other departments as required to help them develop fundraising goals and strategies.
- Working closely with the CDO, assist in interfacing with the Digital and Communications team on outreach campaigns and materials, including print, online and video. Coordinate communication, including agendas, for all internal and external events.



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- Liaise with the IT and Salesforce teams, representing Development needs and issues to ensure timely solution.
- Manage all event logistics and materials and interface with other supporting departments as needed. Working with the Development Department Assistant, oversee the editing of meeting notes, and ensure timely follow-up on action items from internal and external meetings.
- In coordination with Prospect Research Manager, prepare briefs and background reports used by senior staff and the Major Gifts team.
- Create streamlining processes with the CDO to make the Development team's work more efficient, increasing ROI.
- Perform other duties as assigned.

**QUALIFICATIONS:**

- Bachelor's degree, or equivalent, specializing in membership, development, sales or marketing, business administration, or a related field. At least eight years of related experience in prospect research, fundraising/development experience, and non-profit experience strongly preferred. Should show progressive leadership experience and skills.
- Intermediate knowledge of donor types and understanding of fundraising processes and donor cycles.
- Must have strong qualitative and quantitative analytical and research skills and a proven track record as a creative problem solver.
- Experience with budgets and financial software systems is required. Experience with a CRM is needed, with knowledge of Salesforce and Marketing Cloud a plus.
- Demonstrated ability to work effectively with high-level trustees and donors with total discretion and confidentiality.
- Demonstrated adaptability and excellent planning and organizing skills that demonstrate the ability to manage multiple simultaneous requests for



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information and prioritize those requests to meet deadlines.

- Must have exceptional communication skills (verbal and written) that include sensitivity to donor information.
- Must show strong team-building and collaboration skills and demonstrated respect for building a team culture of Diversity, Equity and Inclusion with an ability to effectively relate to a diverse audience.
- Detail-oriented and demonstrated ability to quickly and concisely synthesize large amounts of information.
- Proficient in Salesforce (preferable), MS Office (intermediate level) and experience with relational database such as WealthX.
- Knowledge of information systems including a variety of software, internet, and various databases, and knowledge of prospect research ethics, including statements by APRA and CASE, helpful.

Asia Society offers a competitive salary, as well as a comprehensive benefits package. For benefits information please visit [www.asiasociety.org/about/careers](http://www.asiasociety.org/about/careers) and click on "Employee Benefits" to view our full benefits summary.

**HOW TO APPLY:**

Please email your cover letter and resume indicating the Position Code 2222 and your salary requirements to:

[Developmentopportunities@asiasociety.org](mailto:Developmentopportunities@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.

Asia Society is an Equal Opportunity Employer.