

**JOB DESCRIPTION**

**Job Title:** Vice President of Operations  
**Reports to:** President, Asia Society Texas Center  
**Classification:** Full time/ Exempt  
**Work Schedule:** Min. 40 hours per week; will be required to work some evenings and weekends

**Organizational Summary:**

With 13 locations across the globe, Asia Society is the leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among the peoples, leaders, and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, the Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future. Asia Society Texas Center operates as a separate 501(c)(3) organization and is an affiliate of the Asia Society global network.

**Position Overview:**

The Vice President of Operations will be responsible for the oversight of all operations and HR matters. As a member of the senior/executive management team, the vice president will be involved in the strategic planning and execution of agency-wide projects, goals and programs. Direct reports will include: Security & Operations Manager, Facility Manager, Maintenance Manager, Production Manager and the Visitor and Member Services team members (4-5).

**Responsibilities:**

***Operational duties:***

- Manage visitor and member services, oversee the facility maintenance, IT, AV and security teams
- Serve as the liaison with agency associates, vendors, and partners (legal counsel, café operator, building contractors, Museum Park Neighborhood and Museum Park Super Neighborhood association, etc.)
- Manage HR responsibilities with the assistance of a third-party PEO, including onboarding/off boarding employees, benefits management, coordination of all-staff meetings and the development of employee morale and motivation.
- Maintain management oversight of the physical infrastructure (building, grounds, security, and parking)
- Serve as the primary staff liaison to the Facility and Operations Committee
- Evaluate best industry practices in comparison to internal systems and needed resources, with an eye toward both future needs and budget realities

### **Qualifications:**

The vice president will have at least 8+ years of operational management experience with a non-profit organization (preferred) of a 2-5 million dollar annual operating budget. Experience in HR management is also preferred. The successful candidate will have experience leading planning efforts and running operations that have multiple functional areas. Working knowledge of Asian or Asian American communities and culture would be helpful, but not required. Strong preference for someone who has operated in a fast growing and fast paced environment that has limited budgets and resources.

### **Other Skills and Abilities**

- Experience in management, operations and organizational oversight of multiple departments
- Proven effectiveness managing others, empowering them to make decisions
- Experience in using and implementing technology, with experience in network, cloud services and data management.
- Effectively communicating key data, including presentations, to internal and external stakeholders (executive team, Facility and Operations Committee, Board of Directors, etc.)
- Bachelor's degree required, advanced degree preferred

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

### **Relocation Expenses:**

No relocation costs or travel for interviews will be covered by Asia Society Texas Center.

### **How to Apply:**

Please email your cover letter and resume indicating position and salary requirements to:  
Human Resources Department, HRDept@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. Finalist will be required to provide three current references and complete a background check.*