

Assistant Director, Global Policy Programs, Asia Society

The Asia Society is the leading global and pan-Asian organization working to strengthen relationships and promote understanding among the people, leaders, and institutions of Asia and the United States. Founded in 1956 by John D. Rockefeller 3rd, the Society is a nonpartisan, nonprofit institution headquartered in New York City and with offices in Hong Kong, Houston, Los Angeles, Manila, Melbourne, Mumbai, San Francisco, Shanghai, Seoul, and Washington, D.C. The Society's mission is to provide insight, generate ideas, and promote collaborative action across the fields of arts and culture, business, education and policy. For more information, visit: www.AsiaSociety.org.

We are seeking an Assistant Director to manage the day-to-day activities of the Society's Global Policy Programs. In close coordination with the Vice President, he/she will coordinate the development, implementation, budgeting, and evaluation of projects/initiatives, including task forces, working groups, roundtables, dialogues, and fellowship programs. He/she also will play a key role representing the department within Asia Society and externally.

RESPONSIBILITIES:

- **Planning and Development**
 - Assist in creating goals, strategies and quantifiable measures for Policy projects
 - Collaborate on the development of new and current projects, including researching and vetting areas of work
 - Develop and implement work plans and systems
 - Work with others in the organization on impact assessments that tie to budgeting and planning

- **Project Management**
 - Develop and manage task forces, study groups, roundtables, dialogues and other Policy activities as assigned (current areas of focus include Afghanistan, Pakistan, India, Burma/Myanmar, and Iran, regional security, peacebuilding, water and food security, urbanization)
 - Oversee research in support of the department's projects
 - Manage the department's publications, including task force/study group reports, op-eds, blog posts, etc., and content on the Asia Society website
 - Coordinate plans for strategic communications, knowledge management, marketing, and outreach efforts via traditional media and social media in support of projects
 - Work in close collaboration with the Society's Washington Office to coordinate the dissemination and promotion of the Society's work to policy makers, opinion leaders, and the broader policy community in Washington.
 - Develop and maintain relations/collaborations with policy, nongovernmental, educational, and philanthropic organizations in the U.S. and Asia

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- Represent Asia Society at meetings and conferences and deliver presentations
- Assist in managing project staff, consultants, and workflow
- **Organizational Communications**
 - Act as a coordinator within the department to share information across the organization and arrange deliverables related to Policy plans, goals and timelines
 - Attend relevant program and organizational planning meetings
 - Prepare and/or give presentations as appropriate
- **Budget Management**
 - Manage department budgets; Prepare annual budgets; Monitor monthly financial reports
 - Oversee invoices, reimbursements, and consultants' billing
- **Fundraising**
 - Collaborate with External Affairs team on fundraising
 - Administer existing grants; Track grant reporting requirements; Oversee preparation of narrative reports and prepare financial reports
 - Develop/write grant proposals; Prepare financial data required for submission of new grants; Clarify and sharpen proposal goals and deliverables and translate into a budget
- Other duties as assigned

REQUIREMENTS:

- Graduate Degree in a relevant field with a minimum of five to six years of working experience in project planning and management preferred.
- Knowledge of US-Asia affairs and related foreign policy issues
- Outstanding analytical, verbal, written and overall communications skills
- Proven organizational skills, with a strong ability to set priorities, manage multiple tasks, and think creatively
- Prior supervisory experience preferred
- A team player with positive attitude and sense of humor
- Exceptional interpersonal skills; Strong ability to interact with the public and high-level individuals and work collaboratively with diverse constituencies
- Proficiency in Microsoft Office and Raiser's Edge; Image, video and audio editing experience a plus

How to Apply:

Email your cover letter and resume indicating salary requirements to: globalpolicyjobs@asiasociety.org. List position reference code FY 1208 and 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. For benefits information go to: www.asiasociety.org/jobs
Asia Society is an equal opportunity employer.