

## Managing Director of Development

**Asia Society**, a prestigious, global, educational and cultural non-profit was founded on the tenacious belief that genuine understanding across cultures unlocks the potential for a peaceful and sustainable world. Our New York headquarters on Park Avenue in NYC, coordinates work in our 13 Centers throughout the world where we're working to galvanize people who see themselves as members of our global community and recognize that their own success, well-being and happiness are intrinsically linked to those who are different than them.

### Position Summary

We are looking for a goal-oriented, self-directed and inspirational individual who resonates with these ideas and will join our leadership team in a critical position to help lead our development team as we inaugurate our new global strategic plan with cutting edge digital tools. This person will report to the Chief Development Officer and work closely with our top leaders in New York and throughout our global network to unlock new opportunities, identify key influencers and supporters and help actualize art, policy and education initiatives that can literally change the world.

The right person is able to think big and know how to build measurable success with an eye on critical details. They need to be able to inspire and lead a young team and are comfortable in a dynamic and fast-moving environment. This person needs to be able to hit the ground running with a Rolodex of contacts, not just in NYC but through the world. They need to know how to quickly build new relationships, steward existing ones and connect dots that others may not see.

The Managing Director of Development backs up the CDO in leading all Development efforts through the Asia Society global organization. This person will also manage their own portfolio of major gifts and will be responsible for the identification, cultivation, solicitation, and stewardship of individual prospects at the \$15,000-\$25,000 and-above level. The individual will help build a strong base of individual donors to support the ambitious growth of the organization over the next five years of the strategic plan.

### Responsibilities:

- Effectively serve as chief of staff to the CDO
  - Provide strategic and thoughtful advice
  - Lead and train the EA team
  - Help implement moves management metrics to drive activity
  - Develop winning proposals and briefing notes for the CDO
- Manage own portfolio of major gifts
- Support CDO's active portfolio of prospects and develop cultivation and solicitation strategies in line with Asia Society's priorities and prospect interest
- Directly oversee and manage a team of six (6) staff
- Represent Asia Society's external functions and events
- Support the CDO in developing partnerships, managing annual giving campaigns, and prioritizing key actions in soliciting and stewarding donors through external meetings, events and correspondence, and preparing/supporting them to execute.
- Create consistent, high-quality communication materials (including written appeals, renewal notices, reports, proposals, and event invitations).
- Identify and qualify new individual prospects for Asia Society
- Cultivate and maintain excellent relationships with a portfolio of new prospects, including corporate sponsorships, foundations, think tanks, art supporters, thought-leadership events and high net worth donors.
- Meet with EA team members regularly to help create a collaborative team, ensuring good dialogue at all levels, providing feedback and support for accountability
- Oversee Global Membership and Patron programs
- Oversee stewardship of a high-quality donor experience through correspondence, donor engagement, professional proposals, mailings and acknowledgements

Asia  
Society



Founded in 1956 by  
John D. Rockefeller 3rd

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LOS ANGELES  
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New York, NY 10021-5088  
Phone/Fax 212.288.6400  
[AsiaSociety.org](http://AsiaSociety.org)

- Champion the EA team in maximizing the newly installed Salesforce CRM and Marketing Cloud tools, ideally bringing some experience in this area to the job. Ensure high compliance with these tools to ensure meticulous accuracy of timely data and information
- Ensure good workflow between EA and other departments throughout the organization, especially finance, arts, policy and education
- Work with Marketing leadership and leverage Market Cloud tools to develop donor journeys and outreach campaigns
- Develop important new relationships with individual donors and corporate partners in Asia
- Analyze the interests of prospects to develop compelling pitches (including verbal presentations, PowerPoint decks, and one-pagers), strategies, and tactical plans to achieve goals for different donor segments.
- Track and analyze progress by managing accurate and up-to-date records and data on donors and conducting analysis to identify what is driving and impeding progress, using and sharing with management dashboard reports on a timely basis.
- Other duties as assigned

**Qualifications:**

- Bachelor's degree, masters preferred
- Prior relevant work experience required with 10+ years in business development, sales, sponsorship activation, and/or partnership cultivation
- Proven track record closing high level gifts
- Experience in supporting institutional giving (corporate, foundation, and/or government)
- Previous experience working in media and nonprofits preferred
- Previous experience in project/grants management strongly preferred
- Previous experience in administrative support or events planning strongly preferred
- Previous experience developing partnerships and structuring arrangements strongly preferred
- Exceptional writing, communication, and analytical skills required to be used both within the organization and without
- Ability to manage time effectively, meet deadlines, and prioritize tasks
- Ability to think critically with a high level of organization and attention to detail
- Proficiency with CRM system with experience on Salesforce CRM and Marketing Cloud strongly preferred
- Ability to be an effective, articulate and powerful ambassador of Asia Society
- Highest ethical standards and commitment to responsible stewardship
- Enthusiasm for working with diverse communities and stakeholders
- Passion for the mission of Asia Society with a strong commitment to its core values: belief in collective strength and the power of shared work; constant and courageous learning celebration of the organization's and each other's victories, and stepping up as leaders in a common vision
- Ability to travel 25% of the time

**Generous [Benefits](#) package. Salary Range: \$160-180K.**

**How to Apply:**

**Please email your cover letter, resume and salary expectations to:**

**[externalaffairsjobs@asiasociety.org](mailto:externalaffairsjobs@asiasociety.org)**

**List job Code ADO-1922 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.**

**Asia Society is an equal opportunity employer.**

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