

Asia Society Career Opportunity

Location: New York
Position: Prospect Research Manager, External Affairs (Grade 6) – Code 119
Posted: 5/14/10

Purpose:

To identify and research individuals, foundations, and corporations in support of a broad-based development team; to oversee the prospect management process for major donors and prospects; to work with colleagues in the external affairs, museum, and program areas to secure funds for restricted and unrestricted support.

Responsibilities:

- Conduct comprehensive background research and prepare profiles on individual, corporate, and foundation prospects for the Society in the US and Asia.
- Identify giving patterns of current donors, Trustees, and high level prospects.
- Work with museum and program staff to identify major gift prospects for upcoming programs and exhibitions.
- Work with the President's Office to develop materials for discussion of Board and Major Donor prospects to present to Development staff and Board Committees.
- Oversee prospect management processes including development of solicitation plans and prospect tracking in Raiser's Edge for program and restricted funding.
- Work with the Special Events team to prepare notes on key attendees and committee members for upcoming galas.
- Input records, proposals, communication, notes, and other information in Raiser's Edge and develop reports and queries to track and manage constituents and prospects.
- Track press coverage of issues of people and institutions involved in the Society's world.
- Monitor periodicals and online sources for trends in business, the arts, and philanthropy.
- Generate new individual and corporate prospects on a regular basis based on research.
- Other duties as necessary.

Requirements:

- Bachelor's degree and 4-5 years development experience.
- 1-2 years prospect research experience preferred.

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Fax 212.517.8315
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- Experience using electronic database (e.g. Lexis-Nexis, Prospect Research Online, FoundationSearch), and Internet search
- Computer proficiency, familiarity with Microsoft office environment and fundraising software (e.g. Raiser's Edge)

How to apply:

For positions in New York, please email your cover letter and resume indicating position reference code and salary requirements to: HR@asiasoc.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.

Thank you for your interest in the position and Asia Society. Subscribe to *eNews*, our weekly email newsletter, and receive information on Asia Society programs and activities: AsiaSociety.org/eNews.

The Asia Society is an equal-opportunity employer.

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