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Connecting today's nonprofits to tomorrow's leaders

Position Description

DIRECTOR OF ADVANCEMENT ASIAN CULTURAL COUNCIL (New York, NY)

ABOUT ASIAN CULTURAL COUNCIL:

The Asian Cultural Council (ACC) advances international dialogue, understanding, and respect through cultural exchange activities in Asia and the United States to create a more harmonious and peaceful world. This mission is accomplished through fellowships, grants, and other programs that support individual artists, scholars, arts professionals, and cultural institutions.

Established by John D. Rockefeller 3rd in 1963 as the Asian Cultural Program of the JDR 3rd Fund to support cultural exchange in Asia and the US through grants to individuals and organizations working in the visual and performing arts, ACC incorporated as a 501(c)3 nonprofit in 1980. Based in New York City, ACC established affiliate offices in Tokyo (1983), Hong Kong (1986), Taipei (1995), and Manila (2000). To date, ACC has supported over 6,000 exchanges across 26 countries and regions, and 16 artistic disciplines.

As a grantmaking and grantseeking organization, ACC raises funds from individual, foundation, and corporate donors. ACC also convenes arts leaders, fostering dialogue around the importance of cultural exchange in developing understanding and respect across international and cultural borders. Fellowships to individuals include not only grant funds to cover the costs of international travel, per diem, and research activities, but also substantial program support in the form of professional guidance, introductions to artists and other cultural leaders, and extensive logistical assistance. In addition, ACC supports cultural institutions to further its mission.

For more information please visit: www.asianculturalcouncil.org.

THE OPPORTUNITY:

Reporting to the Executive Director as a key member of the leadership team, the Director of Advancement will be responsible for managing the strategic direction and oversight of a comprehensive fund development and communications program to ensure ACC's ongoing success and sustainability. The successful candidate will be focused on developing strong relationships with diverse constituencies to drive major gift commitments from funders and meet fundraising goals. The Director of Advancement will provide necessary leadership, motivation, and support to identify new opportunities in addition to developing and executing

effective cultivation and solicitation strategies for existing funders. The Director of Advancement manages a team of three staff members who together are responsible for raising approximately \$1.4-1.5 million in unrestricted funds annually, in addition to an ongoing endowment campaign and potential one-off projects through private philanthropy.

Specific duties will include but are not limited to:

- In collaboration with the Executive Director and the Development Committee of the Board, developing, leading, and implementing ACC's annual and long-term development and communications strategies, continuing to chart the future course in fund development while ensuring that efforts are carried out in keeping with ACC's mission, vision, and plans.
- Personally identifying, cultivating, and soliciting current and new funding sources and opportunities for ACC to include support from individual, corporate, and institutional donors.
- Providing fundraising leadership and support to the Executive Director, helping to identify resource cultivation goals and support needs, prospecting donors, and leading or participating in asks, as appropriate.
- Engaging and collaborating with diverse internal and external constituencies, including ACC board members, staff, alumni, donors, and patrons.
- Motivating and guiding a strong advancement team which currently includes the Manager of Development, the Director of Marketing and Communications, and the Marketing and Communications Associate.
- Establishing goals and metrics to evaluate implementation of strategy and tactics and evaluating the overall effectiveness of the advancement program; assessing the team to ensure that the department/function is effectively structured and staffed; overseeing performance measures and monitoring results.
- Providing general oversight to all ACC development activities, managing the day-to-day operations of the development function, and monitoring the adequacy of activities through coordination with the Executive Director and staff.
- In collaboration with the team, oversee all communications and marketing for ACC to ensure consistent messaging and outreach strategies, including: development and production of all collateral materials and publications for donor cultivation and solicitation, such as the annual report, newsletters, event materials, and ACC photos

and videos. Oversee ACC's brand strategy and efforts to communicate with external audiences using its website and social media.

- Working with the Executive Director and the Board to assure sound fiscal operation of the development program including timely, accurate and comprehensive development of charitable contributions income and expense budgets, reporting, monitoring and implementation.
- Maintaining a working knowledge of best practices and significant developments and trends in philanthropy relevant to ACC and adapting fundraising strategies as necessary.

TRAITS AND CHARACTERISTICS DESIRED:

The successful candidate will be a hands-on and forward-thinking development professional with exceptional interpersonal skills and a high degree of professionalism and integrity. A compelling, charismatic leader with the ability to move ideas forward by inspiring and motivating people with creativity and energy, the Director of Advancement should not only possess excellent verbal and written communication skills but should also be able to thrive in a collaborative environment that is conducive to open and direct communication with individuals of varying degrees of involvement with ACC and its work. The Director of Advancement should be a resourceful, results-oriented leader with the ability to think strategically, generate new ideas, prioritize, plan, multitask, and set goals and objectives, as well as implement and follow-through while meeting financial goals and deadlines. The ideal candidate will be both a skilled manager and an individual contributor who works and thinks independently yet can also build on group dynamics and set high expectations for the team. A commitment to the mission of ACC and the ability to communicate its impact and future goals passionately and persuasively are essential.

CAREER PATH LEADING TO THIS POSITION:

The Director of Advancement should have at least seven to ten years of progressively responsible, related nonprofit experience. Leading candidates will have a proven track record of raising significant support and demonstrable success with fundraising from both individual and institutional supporters, plus a working knowledge of information systems that support fundraising. Candidates will be expected to have experience leading and articulating a vision as well as making and executing plans, reaching goals, and developing staff and volunteers into a highly functioning team. The successful candidate must demonstrate an ability to oversee, inspire, and collaborate with staff and will have a clearly articulated management philosophy which supports a positive team culture, high performance, and employee retention. Experience working with volunteer philanthropic boards will be important. A passion for the arts and culture is required. An understanding and strong interest (demonstrable by academic and/or

relevant professional and/or personal experiences) in the countries of Asia is a plus. A belief that cultural exchange will create greater understanding must be coupled with a strong commitment to and understanding of the principles of Diversity, Equity, and Inclusion. As such, the Director of Advancement must possess a high level of cultural competence, effectively incorporating DEI into all aspects of their work, and working productively across lines of difference.

COMPENSATION:

Salary range is \$150,000-\$170,000 annually.

OTHER REQUIREMENTS:

All ACC staff are currently working remotely and expect to return to a hybrid in-person / work-from-home schedule in mid-2022. The Director of Advancement will be expected to live within reasonable commuting distance to New York City for regular in-person meetings with prospective donors, patrons, Trustees, and staff.

The Director of Advancement position will require occasional travel between the U.S. and Asia (likely once or twice per year) and attendance at evening or weekend events.

Proof of Covid-19 vaccine is required for this position.

TO APPLY:

Candidates are invited to submit a resume and compelling letter of interest via Morris & Berger's [website](#).

Please direct inquires and nominations in confidence to:

Karin Berger Stellar
Partner, Morris & Berger
kstellar@morrisberger.com
Telephone 818-507-1234
Electronic submission is required.