



asian cultural council

Asian Cultural Council: Major Gifts Officer

The Asian Cultural Council's mission is to advance international dialogue, understanding, and respect through cultural exchanges that nurture the talents of individual artists and scholars in Asia and the United States.

Headquartered in New York, with offices and partner foundations in Hong Kong, Manila, Taipei, and Tokyo, ACC has enabled over five decades of cross-cultural engagement and built an extensive network of nearly 6,000 exceptional alumni of 16 disciplines and from 26 countries in Asia. Today, our work is focused on our grant program, public programming, alumni engagement, and raising awareness and funds to increase opportunities for cultural exchange.

Position Summary

The Asian Cultural Council (ACC) seeks an experienced development leader to expand its current fundraising capacity both annually and towards its recently initiated \$20 million capital campaign. An initial gift of \$5 million has been secured. The Major Gifts Officer is a member of the senior staff and will be responsible for managing the annual fund and the multi-year fundraising campaign, reporting to ACC's Executive Director, and working closely with the ACC's Board of Trustees.

Position Duties and Responsibilities

- In consultation with the Executive Director and the Campaign and Development Committees, develop the fundraising strategy, build and maintain the donor prospect list, and guide the committee members and Executive Director to work efficiently and effectively to identify, cultivate, solicit, and steward prospective donors.
- Develop and direct targeted and customized cultivation plans, solicitation strategies, and follow-up for Individual, Corporate and Foundation giving initiatives.
- Participate as needed in major gift solicitations.
- Develop the campaign case (building upon a recently completed strategic study), create the portfolio of gift opportunities, and develop both the annual fund and the campaign's marketing materials.
- Develop and manage the calendars for completing the campaign's first internal quiet phase in 2019-2020 and the subsequent phases of the campaign.
- Organize and monitor all donor solicitor assignments and follow-ups.
- Create agendas and, with the Executive Director, help manage Campaign Committee and Development Committee meetings.

- Prepare briefing reports on prospects for the Executive Director and donor solicitors.
- Develop and oversee donor cultivation and recognition events.
- Manage and track all donations and prepare quarterly reporting for the Executive Director and Campaign Committee.
- Manage all donor correspondence including pledge forms, acknowledgement letters, and pledge payment reminders.

Skills, Abilities, and Qualifications

- Minimum of five years fundraising experience in major gifts (individuals and institutions), preferably within a cultural organization working internationally.
- Capital campaign experience including successful major gift solicitations including closing on six figure requests.
- Superior verbal and written communication skills, analytical and project management skills, negotiation and interpersonal skills, and grant and proposal writing skills.
- Excellent ability to create succinct and attractive presentation materials both for donor solicitation and Board committees.
- Excellent ability to utilize data management and presentation software.
- Highly organized, self-motivated, collaborative, and collegial.
- Bachelor's Degree or Master's preferred

Compensation and Benefits

ACC offers a generous compensation and benefits plan including 401k, medical, dental and vision insurance.

Application Process

ACC is an equal opportunity employer. In the application submission, candidates should include:

- 1) A cover letter describing your specific interests and qualifications for the position.
- 2) A current resume.
- 3) A short writing sample (500 words maximum).

Following an initial review, candidates should be prepared to provide the names, email addresses, and telephone numbers of three references (we will obtain permission from candidates before contacting references). All materials should be transmitted via email to opportunities@accny.org with the subject title ACC MAJOR GIFTS OFFICER. No telephone calls or email inquiries please. *Please note that this position is available immediately.* For more information on ACC, visit www.asianculturalcouncil.org.

Expectations of All ACC Positions

- *Commitment to ACC's Mission and Vision.* Commitment to the ACC's short and long term goals; demonstrate understanding of and dedication to ACC's mission of fostering

international dialogue through cultural exchange; be mindful that program goals should drive work priorities and plans; value the work of ACC grantees and be a resource for grantees in Asia and the U.S.

- *Prudent Use of Resources and Accountability.* Be mindful of resource limitations and manage resources to effectively carry out ACC's mission in a fiscally responsible manner, while striving to maximize the funds available for charitable activity; recognize the importance of development activities to the organization's long term sustainability and contribute to a culture of fundraising across all departments.
- *Teamwork and Professionalism.* Appreciate the value of diversity, inclusion, and equity in all work relationships; be willing to help as well as learn from co-workers in the U.S. and Asia, regardless of job title or seniority; work collaboratively with colleagues toward shared goals and objectives; be willing to perform tasks outside of one's job description; embrace a positive and collaborative spirit that motivates and inspires others to work for the good of the organization. Embrace and foster continued sharing of information among colleagues.
- *Adaptability.* Seek out opportunities to improve the quality and impact of ACC's work; remain open to new ideas and ways of working and innovations in the field; support diverse ways of thinking or doing and suggest new approaches in accordance with a dynamic organization that is faithful to its mission; be open to change and new ideas for improving outcomes.