

# Howe-Lewis International

---

HOWE-LEWIS INTERNATIONAL  
POSITION SPECIFICATION  
7/29/24

POSITION Director of Development and Communications

ORGANIZATION



asian cultural council

LOCATION New York, NY

WEBSITE [AsianCulturalCouncil.org](http://AsianCulturalCouncil.org)

## 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. The mission is accomplished through fellowships and other programs that support individual artists, scholars, and arts professionals.

Established by John D. Rockefeller, 3<sup>rd</sup> in 1963 as the Asian Cultural Program of the JDR 3<sup>rd</sup> Fund to support cultural exchanges between Asia and the U.S. through grants to individuals and organizations working in the visual and performing arts, ACC incorporated as a 501(c)(3) not-for-profit in 1980. Since then, ACC has enabled more than \$100 million in grants to support cultural exchange. To date, ACC has supported nearly 6,000 exchanges across 26 countries and regions in 16 artistic disciplines.

As a grantmaking and grant-seeking organization, ACC raises funds from individuals, foundations, 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 logistical assistance.

Headquartered in New York City, there are affiliate offices in Hong Kong, Manila, Taipei, and Tokyo. For more information, please visit [asianculturalcouncil.org](http://asianculturalcouncil.org).

57 West 57<sup>th</sup> Street • 4<sup>th</sup> Floor • New York • NY • 10019  
(212) 697-5000  
Howe-Lewis.com

## **THE OPPORTUNITY**

---

The Director of Development and Communications will be a member of the ACC leadership team, responsible for building, managing, and leading a comprehensive fund development and communications program to ensure ACC's ongoing success, growth, and sustainability. The successful candidate will focus on developing strong relationships with diverse constituencies to drive major gift commitments from funders and meet ambitious fundraising goals.

The Director will provide the necessary leadership, motivation, and support to identify new opportunities in addition to developing and executing effective cultivation and solicitation strategies for existing funders. He/she/they are responsible for raising a minimum of \$2 million in philanthropy support annually—and increasing that goal exponentially over time—in addition to an ongoing endowment campaign (\$20 million goal with \$11 million raised to date) and other special initiatives.

## **FUNDING**

---

ACC has a current annual operating budget of approximately \$4.5 million. Revenue sources include charitable contributions, special events, and investment returns. The organization has an endowment with a current market value of approximately \$43 million.

## **REPORTING RELATIONSHIPS**

---

The Director of Development and Communications reports to the Executive Director. Reporting to the Director of Development and Communications is a team of two: a Development Manager and a Marketing & Communications Manager. The individual in this role will also work closely with and support Board members, in particular the Development Committee of the Board.

## **MAJOR RESPONSIBILITIES**

---

### **Leadership**

- Serve as a strategic adviser and partner on philanthropy to the Executive Director.
- In collaboration with the Executive Director and the Board of Trustees, develop, implement, and lead ACC's annual and long-term development and communication strategies, continuing to chart the future course in fund development while ensuring that efforts are conducted in keeping with ACC's mission, vision, and plans.
- Provide fundraising leadership and support to the Executive Director, helping to identify resource cultivation goals and support needs, prospecting donors, and leading and/or participating in asks, as appropriate.
- Engage and collaborate with diverse internal and external constituencies, including ACC Trustees, staff, alumni, donors, and patrons.
- Maintain a working knowledge of best practices and significant developments and trends in philanthropy relevant to ACC and adapt fundraising strategies and tactics, as necessary.
- Serve as an ambassador for ACC in the community.

### **Board Relations**

- Provide support for the Board Chair in her role as leader and spokesperson.
- Support the Chair and Trustees on the identification, recruitment, and nomination of new Board members. Advise, consult, and facilitate Board candidate nominating process.
- Provide committee reports and brief the Board Chair.
- Actively engage with the Board in identification and cultivation of new potential donors.

### **Philanthropy/Development/Communications**

- Manage the day-to-day operations of the development and communications team and its program.
- Identify, cultivate, and solicit new individual, corporate, and institutional funding sources to broaden and diversify ACC's donor base and identify board-level contacts to leverage relationships.
- Provide leadership for all fundraising activities, including solicitation of support from individuals, corporations, and foundations, as well as events and benefits.
- Serve as a frontline fundraiser with an active portfolio of major donor prospects.
- Ensure oversight of gift acknowledgement process and final review of written communications for donors and donor groups.
- Design and oversee recognition and benefits for individual and foundation donors and corporate sponsors.
- Conceptualize and review major grant and sponsorship proposals and budget presentations. Monitor calendar of proposal and report deadlines.
- Manage ACC's public image and reputation through development of strategic communications plans and oversight of media relations, news and story development, multimedia content, if applicable, and social media.
- In collaboration with the team, oversee all communications and marketing for ACC to elevate public awareness of ACC and to deliver compelling messaging and outreach strategies and tactics.
- Oversee the development and production of all collateral materials and publications for donor cultivation and solicitation. This includes annual reports, newsletters, event materials, and ACC photos and videos.
- Oversee content for the organization's digital communication channels, including websites and social media platforms. This involves ensuring the development of engaging content, monitoring of online sites, and leveraging digital tools for effective communication.
- Work in collaboration with the Program Department team; identify opportunities to showcase alumni and grantees.

### **Team Management**

- Support and motivate the development and communications team.
- Provide leadership and mentoring and encourage professional development.
- Establish clear goals and metrics to evaluate the implementation of strategy and tactics and assess the overall effectiveness of the development and communications program.
- Assess the team to ensure that the department is effectively structured and staffed. Oversee performance measures and monitor results.
- Monitor departmental budget. Work closely with the Director of Finance & Operations to track contributed revenue, manage expenses and maximize internal and external resources.
- Serve as an advocate for the team, celebrating wins and acknowledging their accomplishments.

## IDEAL EXPERIENCE/ATTRIBUTES

---

### **Experience**

- At least ten years of progressively responsible leadership experience in development for not-for-profit institutions, with a strong preference in the cultural arts.
- A creator: capable of building upon ACC's current fundraising success to take it to the next level.
- Proven track record of professional accomplishments with a successful history of soliciting and closing major gifts from both individual and institutional supporters.
- A generalist: knowledgeable about the entire range of fundraising tools and tactics including major gifts, institutional gifts, planned giving, and special events.
- Experience working with an engaged board.
- Resourceful and results-oriented; able to think strategically, generate new ideas, prioritize, plan, multitask, and set and achieve goals and objectives.
- Able to implement and follow-through while meeting financial goals and deadlines.
- Demonstrated success helping to drive philanthropic growth for a not-for-profit cultural or educational organization.
- Knowledgeable about the New York City, national, and global philanthropic, social, and business communities. Candidates from other geographic regions will also be considered provided they have experience in a large, competitive philanthropic market.
- Sophisticated communication skills; able to articulate a compelling case for support for ACC.
- Able to cultivate and manage donor relationships at all levels.
- Demonstrated ability to lead a team and to cultivate talent.
- History of effectively incorporating diversity, equity, and inclusion (DEI) into all aspects of the of the work environment and working productively across lines of difference.
- Working knowledge of information systems that support fundraising and marketing.

### **Personal Qualities**

- An appreciation for the Asian Cultural Council mission.
- A global citizen, culturally sensitive, and able to work with a broad range of individuals.
- Those who have spent time in Asia or who have a predilection for Asian culture may find this opportunity to be of particular interest but is not required.
- A hands-on, can-do approach.
- Compelling and charismatic with the ability to inspire and motivate others.
- 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.
- Confident, with the ability to engage others toward a common goal.
- A positive and engaging team player who is enthusiastic about maintaining current and building new relationships.
- A natural networker and relationship builder.
- Sound judgment and discretion in maintaining strictest confidentiality of donor information.
- Ability to attend evening/weekend events to cultivate/steward key donors and prospects.
- Availability to travel occasionally in the U.S. and to Asia.

## Education

- A bachelor's degree is required.

## COMPENSATION

---

The compensation range for this role is \$150,000-\$170,000, commensurate with experience and accomplishments, plus attractive benefits.

## OTHER

---

All ACC staff are currently working in a hybrid environment (minimum of three days in-office). The Director of Development and Communications 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.

## CONTACT

---

Nominations and expressions of interest will be held in confidence and may be sent to:

**Esther Rosenberg or Patty Greco**  
**Co-Managing Directors**  
**Howe-Lewis International**  
**(212) 697-5000**



To apply, please [click here](#) or visit [howe-lewis.com](http://howe-lewis.com) and click on the "Assignments" tab on the top menu. All expressions of interest will be held in confidence.

*Asian Cultural Council is an equal opportunity employer and invites applications from candidates regardless of race, gender, national origin, sexual orientation, age, disability, or religion.*