



Employment Announcement: Director of Programs

About the 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 arts and cultural organizations.

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 offices as well as partner foundations 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 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 extensive logistical assistance.

The Opportunity

We seek a visionary leader to oversee all aspects of programing and to partner with the Executive Director and senior management team in enhancing the organizational impact of ACC.

The Director of Programs will be a key leader in strategic program development and implementation, grants administration, assessment, and alumni engagement. The incumbent will lead the New York City and Asia teams in developing a portfolio of grants, alumni engagement initiatives, and public programs that align with ACC's vision, mission, and goals. They will represent ACC at conferences and symposia, through networking and in press releases.

Reporting to the Executive Director, the Director of Programs will focus on:

I. ACC Strategy and Development

- As a member of the senior management team, participate in ACC's strategic planning, oversee its integration with long-term programmatic vision, and manage implementation of the plan within ACC programs.
- Direct the implementation of ACC's programmatic vision and strategies across all offices.
- Oversee, develop, and manage New York programs staff, including training, mentoring, and professional development.
- Develop reports and strategies to ensure that the Board is informed about ACC's programs and that trustees have opportunities to participate and be advocates.

II. Program Strategy and Development

- Direct and develop organization-wide and region-specific program priorities and strategies utilizing input gathered from ACC's offices, regular attendance at events and conferences, and tracking developments related to ACC's activity, including focused research.
- Develop the annual budget with the Executive Director and the Director of Finance and Operations.
- Adapt, manage, and direct the program to ensure that the grantmaking model is financially viable, strategic, and forward-thinking; and, that it is accomplished each year in a timely fashion within available resources.
- Lead overall program design and evaluation of program effectiveness, including setting guidelines and overseeing delivery and consistency of program services.

III. Program Management

- Establish and manage the program goals and implementation strategies.
- Monitor the overall program budget and its components (such as individual budgets for fellowships and other programs, for each ACC office, for temporarily restricted grants, and for special initiatives and projects) and manage the budgets to ensure grant compliance, donor restrictions compliance, and efficient and prudent use of resources.
- Oversee the application and evaluation process, including Asia office participation, reading and evaluating applications, traveling to Asia to meet with applicants and prospects, and assisting applicants in shaping their proposals.
- Collaborate with Asia and NY staff to select grantees.
- Oversee the delivery of program services for fellowships that are the hallmark of ACC's program, including coordination with Asia staff and providing programming and professional development guidance to fellows.
- Oversee policies and procedures for logistical services such as visa compliance, fellowship housing, and travel arrangements.
- Ensure that grant administration tasks are efficiently fulfilled.
- Develop and maintain an international network of ACC alumni and cultural specialists to advise grantees and ACC.
- Organize alumni gatherings and respond to alumni requests for professional assistance.

- Oversee policies and procedures to ensure grant compliance including adherence to donor restrictions.

IV. Communications and External Relations

- Partner with Executive Director and development staff on fundraising efforts, including writing proposals, donor meetings, and outcomes reporting.
- Oversee preparation of writing about ACC's programs for all external communications, including the annual report.
- Develop and maintain relationships with leaders in philanthropy, the arts, and arts residency programs.
- Represent ACC at conferences and other public forums to advance the organization's programmatic goals.

V. Public Programs and Special Projects

- Organize and oversee public programs, including lecture series, conferences, and online programs.
- Organize alumni, grantee, and stakeholder convenings and other special projects.

The Director of Programs also performs other tasks as assigned by the Executive Director.

Skills and Abilities

- Strong interpersonal abilities with demonstrable cross-cultural competencies. Able to lead across lines of cultural, generational, and other social differences.
- Proficiency analyzing and framing complex issues simply and clearly.
- Ability to develop program ideas and strategies and to communicate conceptual frameworks effectively to diverse constituents, from grant seekers to Trustees.
- Exceptional research, analytical, organizational, and written and verbal communication skills that can engage a wide range of audiences.
- Knowledge of the arts of Asia and/or the U.S.
- Seasoned multitasker, detail-oriented, and deadline-oriented.
- Demonstrated ability to work independently and manage multiple projects simultaneously, and a team player where collaboration is required.
- A leader and a facilitator of collaborative activities with colleagues and grantees.

Education, Experience, and Knowledge

- Advanced degree in the Humanities, Arts Management, or other relevant fields, with a minimum of ten years' experience. The experience includes working in nonprofits or foundations focused on the arts and/or cultural exchange, and management of programs, grants administration, or projects supporting artists.
- Experience working with individuals, issues, and/or organizations in Asia.
- At least five years supervising staff is required. This role supervises staff, interns, fellows, and/or consultants.

Expectations of all Roles at ACC

- *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 and alumni 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.

Application Process

The 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. We offer a salary commensurate with qualifications and experience and a generous benefits package.

To apply, please send a letter explaining your interest in the position and qualifications along with a resume to our Human Resources department that is based at Rockefeller Brothers Fund. Your application can be submitted to vacancy@rbf.org. Include *Director of Programs* in the subject line of your email. No telephone or fax inquiries please. The application deadline is **November 5, 2021**.

For additional information, please visit our website at www.asianculturalcouncil.org.