

**Asian Cultural Council**  
New York, NY  
**AsianCulturalCouncil.org**  
**Director of Development and Communications**

---

**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. All ACC staff are currently working in a hybrid environment with a minimum of three days in-office. For more information, please visit [asianculturalcouncil.org](http://asianculturalcouncil.org).

**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.

The Director of Development and Communications reports to the Executive Director. Reporting to the Director of Development and Communications is a team of two: the Development Manager, and the 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.

**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 \$43 million.

**IDEAL QUALIFICATIONS:**

- An appreciation for the ACC mission.
- At least 10 years of progressively responsible leadership experience in development for not-for-profit institutions, with a strong preference in the cultural arts.
- Demonstrated success as a front-line major and principal gift solicitor.
- Knowledgeable about the entire range of fundraising tools and tactics including major gifts, institutional gifts, planned giving, and special events.
- Experience working effectively with board members.
- Knowledgeable about the Greater New York cultural, business, social, and philanthropic communities.
- Prior experience serving as a strategic development partner to an Executive Director/CEO.
- Reputation as an innovator, instituting best practices and emerging trends in development.
- Demonstrated ability to lead a team and cultivate talent.
- Experience working with individuals and/or organizations based in Asia.
- A natural networker and relationship builder.
- Persuasive writing and presentation skills—able to articulate compelling cases for support to diverse audiences.
- A global citizen who is culturally sensitive and able to work with a broad range of individuals.
- Availability to travel occasionally in the U.S. and to Asia, and to attend evening/weekend ACC events.
- Bachelor’s degree is required.
- The estimated annual base salary range is \$150K-\$170K, commensurate with experience and accomplishments, plus attractive benefits.

**To apply, [click here](#) or visit [howe-lewis.com](http://howe-lewis.com) and click on the “Assignments” tab on the top menu.**