JOB DESCRIPTION: DIRECTOR OF DEVELOPMENT

Princeton in Asia (PiA) is a non-profit organization affiliated with and located at Princeton University with 122 years of history providing immersive experiences in Asia to recent college graduates. The mission of PiA, consistent since its founding, is to promote goodwill and understanding between the US and Asia by connecting service-minded recent graduates and partner organizations in Asia through immersive work experiences that transform perspectives, cultivate long-lasting relationships and benefit local and global communities. PiA currently facilitates 150 year-long fellowship and summer internship opportunities in 20 Asian countries and regions, contributing to the issues of access to education, public health, environmental sustainability, economic development, and peace, justice, and access to information. PiA is the oldest and largest program of its kind, drawing applicants from over 150 colleges and universities across the US, Canada and beyond and boasting a vibrant community of 3100 committed and engaged alumni from across the world. PiA prides itself on offering talented young people transformative experiences involving cultural immersion, with an orientation towards service, community building, and social impact.

PiA is currently administered by a staff of eight professionals, with its headquarters on campus at Princeton University in Princeton, NJ and a field office in Singapore. PiA is an independent, not-for-profit 501 (c)(3) organization with a notably engaged Board of Trustees, a $7 million portfolio of assets to support PiA’s programs and an annual operating budget of approximately $1 million. While Princeton University generously provides in-kind office space, utilities and infrastructure support, and small grants for Princeton students, PiA must do all of its own fundraising.

The Director of Development (Director) will lead all fundraising efforts as PiA pursues an ambitious campaign to strengthen the organization and grow the program. The Director will be responsible for all aspects of PiA’s development program, with the key objective of leading the public phase of a capital campaign which by the end of 2023: (1) builds a robust and more diversified annual giving program that raises over $600,000 annually, (2) increases alumni participation in Annual Giving from 20% to 40% of all Alumni, and (3) raises at least $5 million in endowment funds.

The Director will report to the Executive Director and will work closely with the Communications Director/Program Director and Director of Alumni Relations/Program Director (both based in Singapore). Management responsibilities will be based on the candidate’s experience and capacity. The Director will work in very close partnership with the Board Development Committee. The Director will collaborate with donors and institutional funding partners in the US and Asia, as well as the Board of Trustees (in the US and Singapore), Asia Advisory Council (based in Hong Kong SAR with members across Asia) and other members of PiA’s staff in the US and Singapore, including an Executive Assistant/Office Manager, who will provide administrative support to development operations.

Key Responsibilities:

- Establish PiA’s short- and long-term advancement goals, strategies and tasks to meet institutional strategic goals and priorities, working in partnership with the Executive Director and Board Development Committee
- Lead all development programs, drive development of strategy, and execute annual, capital and planned giving campaigns at PiA, with a focus on a capital campaign to secure at least $5 million in endowment funds
- Identify, research, and lead efforts to cultivate, solicit and steward individual annual, major and planned giving prospects and donors in the US and Asia, in partnership with Executive Director, Board Development Committee and other volunteers
• Design and implement fundraising strategies and execute appropriate follow-up actions, including solicitation materials, correspondence and reports as necessary to promote donor participation, recognition, retention and renewal for donors and institutional funding partners in the US and Asia
• Develop and track proposals, and prepare reports for all foundation fundraising and special funds
• Oversee organization of development events in collaboration with Director of Alumni Relations/Program Director
• Partner with Communications Director/Program Director to drive communications that support PiA’s development goals, targets donors and articulates PiA’s mission, vision, programs and accomplishments
• Work with Communications Director/Program Director in the production of all collateral materials, including website, annual report, periodic newsletters, letters to constituents and donor materials
• Refine, and as appropriate, develop systems, policies and processes for advancement activities, including gift agreements, gift acceptance policies, and gift recognition policies
• Oversee data entry and gift processing and ensure timely administration of donor acknowledgments, in partnership with Executive Assistant/Office Manager
• Lead and strengthen “Class Ambassador” program for Annual Giving, including recruiting, training, and stewarding Class Ambassadors
• Fine-tune, enhance and manage the implementation of PiA’s database of Alumni and Friends to contribute to development efforts and communications, in partnership with Executive Assistant/Office Manager and Director of Alumni Relations/Program Director
• Provide financial oversight for advancement operations, including budgeting, planning, expense tracking and reconciling fundraising income on a monthly basis with bookkeeper
• Foster and contribute to a culture of learning and collaboration, including proactively researching best practices and applying them in the PiA context and learning from and with Trustees, staff and volunteers; this includes organizing trainings for Trustees and volunteers and educating internal stakeholders about fundraising
• Ensure timely and highest-quality reporting on all development activities to Executive Director, Board Development Committee, Board of Trustees, Asia Advisory Council and other key stakeholders, working in partnership with Communications Director/Program Director

Professional Experience/Qualifications
• At least 3-10 years of hands-on development experience, including experience in endowment campaigns and major gifts fundraising, with a strong preference for candidate with experience fundraising in Asia and/or working with Asian donors; strong candidates with analogous experience in private sector business development, sales, marketing and account management will also be considered.
• Demonstrated interest and experience in Asia, preferably including work and travel in Asia and/or participation in a program similar to Princeton in Asia
• Superior communication skills and the ability to craft eloquent, effective and appropriate correspondence quickly and under pressure
• Ability to develop trust, build rapport and work effectively with Board Development Committee and Board of Trustees
• Ability to make compelling oral presentations to Trustees, Advisories, and high net worth individuals
- Ability to lead development activities by creating strategic and operational plans in a collaborative manner
- Excellent interpersonal skills and the ability to interact credibly with diverse groups of stakeholders, including high net worth individuals, executives, and academic figures within American and Asian enterprises, universities, foundations and nonprofits
- Strong research and organizational skills; keen attention to detail
- Proven ability to engage, motivate and manage volunteers
- Ability to represent the organization to potential donors and to be an effective ambassador for its mission and programs in the US and Asia
- Excellent computer analytical and database skills; knowledge of Adobe Creative Suite, iMovie and FinalCut a plus and the ability to learn new technologies on the fly is a must
- An undergraduate degree is required

**Personal Characteristics**
- Passion for the mission and values of Princeton in Asia
- Dynamic, energetic, collaborative leader with excellent listening skills and the gravitas and ability to inspire, motivate, and work effectively with a variety of stakeholders across a variety of cultures
- Strong sense of motivation, drive, enthusiasm, and “hustle” to act quickly, proactively build and strengthen strategic relationships, and lead teams
- Ability to work with and relate to a variety of diverse individuals and within broad cultural contexts
- Excellent judgment, professionalism and the ability to maintain discretion and confidentiality
- Strong sense of integrity and accountability
- Humility, sense of humor, flexibility, adaptability
- Poised, proactive, confident, organized self-starter with an entrepreneurial spirit and the willingness, enthusiasm and stamina to execute a variety of fundraising tasks
- Ability to make decisions, prioritize, manage multiple tasks and meet deadlines in a fast-paced environment
- A strategic, goal-oriented thinker

**Other Requirements**
- Domestic and international travel required year-round, including multiple two-to-three week trips to Asia per year
- This leadership role includes major frontline responsibilities, and the Director is expected to spend 50% of their time meeting directly with prospects and donors

**For further information and to apply**
Applications will be reviewed as received. Please include a resume, cover letter, and two professional references. Salary commensurate with experience and includes robust benefits package. Please send all inquiries and applications to princetoniaasiasearch@gmail.com.