



## **ASIA ART ARCHIVE seeks a Development Associate**

This is an exciting opportunity to work in a dynamic organisation at the centre of the regional contemporary art landscape. Asia Art Archive (AAA) is an independent non-profit organisation. Since its founding in 2000, AAA has been at the forefront of documenting and redefining the recent histories of contemporary art in Asia. Through dynamic residencies, cutting-edge research, innovative educational programmes, thought-provoking publications, and transformative institutional collaborations, AAA has become the go-to site for art professionals, scholars, educators, artists, and more. With the most extensive and growing collection of materials on contemporary art from Asia, freely accessible online and in its onsite library, AAA serves as an invaluable resource for inspiration and knowledge.

AAA is seeking a Development Associate to be part of a dynamic team working closely with many different people and organisations within the art community.

### Responsibilities:

- Develop and implement AAA's different fundraising activities and initiatives.
- Cultivate and maintain enduring relationships with potential and existing donors, grant-giving foundations and institutions, and corporate partners.
- Coordinate the planning and cross-team execution of AAA's annual fundraiser auction and gala dinner.
- Oversee and develop programmes for AAA patrons, including an annual overseas trip.
- Manage patron communication including creation of patron newsletters and programme booklets.
- Solicit and deliver corporate sponsorships for AAA general operations, library exhibitions, and projects.
- Collaborate with various teams to identify and pursue funding opportunities for both ongoing and new initiatives and preparing applications, proposals, and reports.
- Ensure project deliverables and reporting deadlines are met.
- Professionally represent AAA in fundraising meetings, events, and other external engagements.

### Candidates should :

- Possess a Bachelor's degree
- Have a minimum five years of working experience, with at least three years in either fundraising, non-profit, event management or communications-related roles
- Be highly-organised, detailed-oriented and committed to delivering high-quality work
- Have excellent project management skills, including the ability to multi-task, set effective goals, develop timelines, manage resources, work within budgets, implement action plans, and evaluate results
- Have excellent interpersonal skills; adept at communicating, negotiating, and building relationships with different AAA stakeholders
- Have excellent copywriting and editing skills in English; proficiency in Chinese is a plus
- Be motivated and proactive problem-solver, comfortable working in a fast-paced environment
- Be highly collaborative with the ability to work effectively across teams
- Have proficiency in Microsoft Office (Word, Excel, etc.) required. Knowledge of CRM or Salesforce is an asset

- Have an interest in art history, contemporary art, and/or archives is a plus
- Must be eligible to work in Hong Kong

To apply, please send a cover letter and resume with expected salary to **Sally Lee** at [sally@aaa.org.hk](mailto:sally@aaa.org.hk).

Only shortlisted candidates will be contacted.

Personal data collected will be used for recruitment purposes only.