



Asia Art Archive (AAA), Hong Kong's pioneering independent non-profit organisation, seeks a visionary **Executive Director (ED)**.

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 will celebrate its 25th anniversary this year, and the search for a new Executive Director based in Hong Kong, is an exciting opportunity to lead one of the art world's most dynamic organisations at a pivotal moment in its journey. It is also a chance to grow the incredible networks AAA is deeply embedded within.

The ED role is a comprehensive leadership role and the responsibilities of the role require both strong internal and external facing leadership skills. The ED will hold the following responsibilities:

POSITION RESPONSIBILITIES:

Executive Leadership and Organisational Management

- Provide thoughtful and visionary executive leadership that is inclusive, transparent, and empowering, in a manner that supports and guides the organisation's mission
- Present strategic options and plans for organisation impact and gain Board approval as needed to carry out the work of the mission of the organisation
- Oversee the day-to-day operations of the organisation and ensure its overall successful long-term operations
- Organise, motivate, and mentor internal team leaders to strategically grow the organisation's impact, programmes, fundraising, and to effectively fulfil its important mission
- Continually foster a culture that encourages collaboration between departments and recognises positive contributions
- Contribute to the strategic plan and drive its implementation
- Manage and motivate staff, overseeing processes such as hiring, separation, ongoing staff development, performance management, and compensation and benefits
- Establish goals, objectives, and operational plans in collaboration with the Board of Directors and senior management team

Board Governance

- Maintain regular and ongoing communication to build strong relationships with the entire Board

- Communicate effectively with the Board by providing members with all information necessary to continually function properly and make informed decisions in a timely and accurate manner
- Attend all Board meetings and provide reports on project and organisational progress
- Implement Board policies and procedures and build support for Board decisions amongst staff
- Work closely and openly with the Board and its committees, ensuring ongoing communication of risks, issues, as well as successes

Development and Fundraising

- Drive development and fundraising in collaboration with the Deputy Director/Head of Advancement, leveraging the Board as needed
- Initiate, cultivate, and extend relationships with the organisation's portfolio of individual, foundation, and corporate supporters
- Ensure the organisation's financial stability and sustainability by maintaining healthy cash flow and adequate reserves

Financial Management and Administration

- Provide strategic leadership and hands-on management for all of the administrative and operational functions of the organisation in accordance with the mission, objectives, and policies
- Build, administer, and monitor the annual budget with Board approval and prudently direct resources and manage all financials within approved budget
- Assume responsibility for the fiscal integrity of the organisation

External Relations and Communications

- Represent AAA externally as the face of the organisation, participating in panels, forums, events, conferences, and interviews
- Present and promote the organisation and its mission, programmes, partners, and members in a consistently positive manner

QUALIFICATIONS:

Candidates should possess the following:

- Five years of prior experience as a CEO, Executive Director, or in a senior position at a nonprofit, foundation, or government-funded entity
- Strong visionary leadership at the executive level
- Proven experience executing organisation growth and leading a similar or larger size successful nonprofit and/or related entity
- Familiarity with diverse business functions such as fundraising, public relations, financial management, etc.
- Excellent written, oral, and public speaking skills; a persuasive and passionate communicator with strong interpersonal and multidisciplinary project skills
- A bachelor's or advanced degree in art history or relevant discipline

HOW TO APPLY:

To apply please send your resume, cover letter, and salary expectations via email to edrecruit@aaa.org.hk using the subject title: "AAA ED SEARCH."

Personal data collected will be used for recruitment purposes only.

Review of applications will begin immediately and continue on a confidential basis until an appointment is made.