



Committee of 100

COMMITTEE OF 100

Director of Research

The Committee of 100 seeks an experienced research professional with a clearly demonstrated commitment to the organization's mission, values and strategic initiatives.

INTRODUCTION & MISSION

The Committee of 100 is an international, non-profit, non-partisan membership organization that brings a Chinese American perspective to issues concerning Asian Americans as well as U.S. - China relations. Our organization draws upon the collective experience, knowledge and resources of our members – Chinese Americans who have achieved prominence in a variety of fields.

The Committee of 100 is committed to a dual mission:

- To encourage constructive relations between the peoples of the United States and Greater China; and
- To promote the full participation of Chinese Americans in all fields of American life.

THE ORGANIZATION AND ITS INITIATIVES

The Committee of 100 was founded in early 1990 to provide a collective voice for Chinese American leaders to speak to both U.S. and international issues. With more than 20 years of impact, the Committee is respected as a strategic adviser to government leaders in both the U.S. and China and has received public and media recognition for its involvement in issues affecting the advancement of Asian Americans and the progress of U.S. - China relations.

The Committee of 100 operates a number of initiatives designed to: 1) Conduct relevant research on Chinese Americans and U.S. - China relations; 2) Expose influential Americans to China through travel; 3) Mentor young Asian American professionals and post-graduate students in China; 4) Increase American students and teachers' understanding of Chinese language, culture and history; 5) Address the under-representation of board members of Asian descent in Fortune 500 companies; 6) Examine the representation of Asian Pacific Americans in higher education at all levels; and 7) Introduce the public to Chinese art and culture.

The central office of the Committee of 100 is located at 677 Fifth Avenue in New York City.

SCOPE OF RESPONSIBILITIES

The Research Director will work to strengthen the organization by integrating research, communications, fundraising, and program development in a symbiotic environment. Reporting to the Executive Director and working closely with key leaders of the organization, the Research Director will:

- Identify new ideas and opportunities to expand research initiatives to increase the impact of the organization
- Manage execution of the Committee's opinion surveys, working with research partners such as polling firms to identify topics, design instruments, prepare reports and press materials and provide direction in fundraising, distribute findings and organize public outreach programs in the U.S. and Greater China
- Coordinate program development for C-100's projects in the U.S. and Greater China

IDEAL EXPERIENCE & CHARACTERISTICS

- Minimum of five years of market and/or policy research, strategic planning, project management and communications experience
- Solid knowledge of Greater China, U.S.-China relations and cross-strait issues; keen awareness of major global issues
- Fundraising experience with foundation and corporations; proven grant writing skills
- Strategic thinker with excellent communications, interpersonal and analytical skills as well as cultural sensitivity
- Exceptional organization skills with strategic approach to planning
- High energy, results-oriented individual who deals with issues timely and efficiently
- Team builder with appreciation of the unique C-100 membership and respect for its history and guiding principles
- Basic knowledge of spoken Mandarin Chinese
- Strong proficiency with spreadsheet and presentation software programs
- Undergraduate degree is required; advanced degree is preferred

Please send inquiries, nominations or applications, including all contact information to:

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