



National Committee on American Foreign Policy (NCAFP) Forum on Asia-Pacific Security (FAPS) Program Manager Position Description

The NCAFP FAPS **Program Manager** is a full-time (40 hours per week) position. The FAPS Program Manager will report directly to the FAPS Deputy Director. The Program Manager will assist the FAPS Deputy Director and Director with a broad range of program planning and execution by: organizing conferences with high-level former officials from the U.S. and Asia, supporting public events with members of the policy and business communities in NYC, engaging emerging leaders' workshops designed to give rising policy practitioners exposure our network of senior-level experts, and contributing to all aspects of the Forum's activities.

Responsibilities:

- **Emerging Leaders Program:** Manage the FAPS Emerging Leaders programs (U.S.-China Working Group, Korean Peninsula Specialists, cross-Taiwan Strait Next-Gen), including candidate selection, conferences, meetings (both virtual and in-person), and public programs. This includes all aspects of event coordination: identifying and confirming participants, preparing agendas and meeting topics, drafting relevant meeting documents, drafting grant applications, writing grant reports, tracking activities, budgets, and expenses, note-taking, and serving as rapporteur when tasked.
- **Track II Coordination:** Support the Deputy Director to organize FAPS' conferences, Track II meetings (both virtual and in-person), delegation meeting requests, and public programs. This includes all aspects of event coordination: logistics arrangements; helping to identify and confirm participants; drafting relevant meeting documents; tracking activities, budget, and expenses; note-taking; and serving as rapporteur when tasked.
- **Intellectual Support:** Assist in all aspects of the research, planning, and delivery for regular emerging leaders and Track II meetings, working groups, emerging leaders' programs, and FAPS' public programs. Assist with brainstorming and implementing new projects or events. Keep abreast of the latest news, conference participants' writings, and related events from other think tanks and policy organizations.
- **Development:** Manage the FAPS emerging leaders' specific program grants, including preparing reports and proposals to foundations and donors that support FAPS. Pursue outreach to the business community and other philanthropic entities in support of FAPS work. Support and attend non-FAPS-related NCAFP programming as needed.
- **Outreach:** Engage with external partners, thought leaders, and officials to further project goals and objectives. Maintain relationships with key contacts, including partner organizations, potential funders and donors, vendors, and potential conference participants (both senior-level and emerging leaders). Represent the NCAFP at area events and conferences.

- **Financial Management:** Review expenses, coordinate with FAPS staff on identifying and coding expenses, review grant budget reports, and assist with inputting data into the Bill.com and QuickBooks Online accounts.

Skills & Requirements:

- Bachelor's degree required, Master's degree preferred, ideally in international affairs or foreign policy, political science/public policy, with a focus on the Asia-Pacific region.
 - Strong knowledge of security, economics, and/or politics of the Asia-Pacific region, and experience in Asia preferred.
- Preference to applicants with professional experience in the think tank, public policy, and/or nonprofit sector(s); with demonstrated experience in project management and development
- Self-motivated and eager to learn, with a proven track record in managing multiple projects simultaneously and demonstrated ability to work efficiently and collaboratively.
- Excellent attention to detail.
- Strong writing, communications, research, organizational, and computer skills.
- Significant level of poise, diplomacy, and maturity in dealing with internal and external contacts.
- Applicants for this position must be available to start immediately and possess current U.S. work authorization valid for at least 2 years from the start date.

Compensation and Benefits:

- Salary range: \$65,000 - \$75,000. Compensation within this range is commensurate with experience.
- The NCAFP offers a comprehensive benefits package, including employer-paid medical, vision, and dental insurance, an employer-matched retirement plan, and 20 days of annual leave (PTO/sick and Vacation). The Program Manager must be based in New York City by their agreed start date—no relocation benefits are available.

How to Apply:

To be considered for this role, all interested applicants must submit a completed application to contact@ncafp.org with "Program Manager Application" in the subject line.

A completed application must include:

- Cover letter
- Resume
- Optional Writing sample (no more than 5 pages)
- Two references: name, email, title & affiliation (letter of recommendation optional)

No phone calls, please.