

Position: President

Reporting to: JASWDC's Executive Board

Terms: Permanent, Full-time

Salary: Competitive with other non-profit organizations of a similar size

Place of Work: JASWDC Office, Washington, DC

Overview

The Japan America Society of Washington, DC (JASWDC) is uniquely situated to pursue its mission of promoting friendship and understanding between Americans and Japanese. Drawing on the unique resources of the nation's capital and our long history, the JASWDC offers diverse programming that spans the educational, cultural, business, and policy spheres. The JASWDC, an organization on solid financial footing, produces over 80 programs each year and has the oldest Japanese language school and Japanese cultural classes in Washington, DC. For more than 55 years, the JASWDC has been the organizer and presenter of Sakura Matsuri – the largest one-day Japanese Street Festival in the United States. Every year, more than 200 students throughout the United States participate in Japan Bowl, another JASWDC signature program. The JASWDC seeks a dynamic president who can lead and expand on this dynamic platform.

Role and Responsibility

Representation and Leadership

- Support and guide the JASWDC's mission, vision, and strategic plan as defined by the Board of Trustees
- Implement the Society vision to clearly establish its leadership role and visibility in the community by promoting the Society with Japanese and American government, business, academic, non-profit, press, and community leaders at the highest levels
- Represent and promote the Society at all Society events, as well as relevant community events and gatherings

Fundraising

- Engage in fund-raising efforts on behalf of the Society, to include identifying new prospects for support, and seeking continued and new donations and gifts, foundation grants, and corporate memberships and supporters
- Actively engage, cultivate, and expand specific program sponsorships and Annual Dinner sponsorships

Program Planning and Management

- Direct the Society's signature programs: the Sakura Matsuri/Japan Street Festival, Japan Bowl, and the Annual Dinner, to include leadership and oversight of staff, volunteers, and committees
- Ensure that all existing JASWDC programs and services are consistent with the Society's mission and vision, and are delivered on time and within budget
- Create new programs and activities in fulfillment of the Society's mission

Financial leadership and oversight

- Prepare the annual budget and strategic plan for submission to the Board of Trustees for Board approval
- Ensure the fiscal integrity of the JASWDC and work with the JASWDC Treasurer to make sure the JASWDC is in robust financial standing
- Oversee the payment of bills for all programs and payroll

JASWDC Board Governance

- Work closely with the Board of Trustees to fulfill the JASWDC mission
- Ensure strong corporate governance

Office Management

- Manage an office consisting of 4-6 full-time staff and a significant pool of volunteers and interns
- Supervise and collaborate with staff on all aspects of JASWDC programs, including providing regular performance feedback and oversight as required

Candidate Qualifications

The successful candidate will have:

- Dedication to improving Japan-U.S. relationship
- Talent to develop and maintain strong donor relations
- An established network of individuals and organizations that share JASWDC's vision
- Proven management and leadership skills
- Exemplary organizational abilities including planning, delegating, program development, and task facilitation
- Ability to develop and execute fundraising strategies
- Experience with budget management
- Exceptional people-to-people skills
- A collaborative nature
- Outstanding written and oral communications skills
- Willingness to work outside of the constraints of a standard work week, as required, including weekends and before or after scheduled hours
- Familiarity with the Japanese language preferred

For future information about the Society and its signature programs, please see:

www.jaswdc.org

www.sakuramatsuri.org

www.japanbowl.org

Interested applicants should send a cover letter, CV or resume, and the names of 2-3 references to searchcommittee@jaswdc.org by October 30, 2018. We will not contact the references without informing the applicant first.