



National Association of Japan-America Societies, Inc.
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Bridging the Pacific Since 1979
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Position Opening: Operations & Communications Manager, National Association of Japan-America Societies, Inc. (NAJAS)

Come join the largest, most diverse network of non-profits promoting relations between the United States and Japan at an exciting time for relations between the two peoples. The NAJAS Operations & Communications Manager (“the Manager”) provides high levels of service to 38 members, each of them independent Japan and Japan-America Societies located across 26 states and one Canadian province. The position entails diverse work in grant administration, member and stakeholder communications, budgeting/book-keeping, travel and event planning, and other fields.

Successful candidates will be self-starters capable of operating independently with strong judgment. Presence in the Washington DC area is required, and there will be allowance for an element of remote work. Pay is competitive, as indicated by the salary range below, and based on experience.

See below for more details on NAJAS and the job description with specific qualifications, and visit [NAJAS - HOME](#) for an overview of NAJAS activities. Applications from qualified individuals – consisting of a cover letter, resume, and two reference names -- will be welcomed at HR@us-japan.org through February 16, 2024.

NAJAS: The National Association of Japan-America Societies is a membership association of 38 independent Japan-America Societies across North America. Formed by the member societies in 1979, NAJAS’ mission is to strengthen this national network of Japan-America Societies devoted to the grassroots relationship. NAJAS does this by providing services to our members, including sponsorship and support for several Japan-related program series, an Annual Meeting to keep leadership of Japan-America Societies informed on issues in the relationship, and practical help to assist in the operations of smaller non-profits, including workshops, reference materials, mentoring and consultation.

NAJAS is a key part of the Japan-related NGO community and supports three fellow institutions in the execution of exchange and training programs, which helps to build the next generation of Japan-focused scholars and professionals. NAJAS is a booster and promoter of the U.S.-Japan relationship, so creativity in disseminating member societies’ cultural, business and policy content via a range of platforms, as well as articulating our value to funders and stakeholders, are important skills for our community and competitive candidates.

Position Description

The Manager of Operations & Communications (“Manager”) reports to the President of NAJAS and has responsibility for managing the budget and finances, communications platforms, and an array of operational duties to include:

- Shared responsibility (with the President and NAJAS Treasurer and Executive Committee) for constructing and “comptrolling” a budget exceeding \$1.5 million, and fiduciary stewardship of NAJAS resources. Specific duties for the Manager include building budgets and formulating tracking reports, maintaining bank accounts, processing payroll and other disbursements as well as dues and other receivables, contributing to an external audit and filing taxes for NAJAS, a 501(c)(3) entity. There may be regular need for the Manager to interface with out-sourced accounting, auditing and other professional service providers.
- Servicing and assisting member societies, including supporting member applications for competitive grant opportunities arranged by NAJAS, helping to design and execute annual surveys and meetings of the membership, and overseeing delivery of member benefits such as web infrastructure, insurance and promotion platforms housed within NAJAS.
- Administrating and supporting Japan-related program grants covering public affairs, business and economics, security, and culture. The Manager oversees grant-funded event budgets and reporting, generates grant expenditure reports, and processes grant fund disbursements. The Manager also helps NAJAS partners to administer three Japan-based people-to-people exchange programs.
- Optimizing member communications utilizing the NAJAS website, social media and various on-line or hybrid channels. The Manager aims to enhance the use of on-line communications (including videos) to help promote NAJAS, member society programs, and U.S.-Japan relations.
- Responsible for maintaining registrations, charitable solicitation and business licenses, and insurance policies and a website support subscription for the national network and/or constituent members.
- Performing general office management duties (IT support, office operations, vendor interaction, publications, and collateral production, etc.) and assisting in recruiting, overseeing and developing interns/fellows.

The successful candidate will have:

- Dedication to and enthusiasm for providing one-on-one customer/member service in support of NAJAS’ mission; strong interpersonal skills
- Proven management and communications skills
- Ready facility with building and interpreting budgets and financial trackers, to include experience with accounting spreadsheets and managing financial statements (familiarity with *QuickBooks* or similar program is required)
- Excellent attention to detail, organization and time-management skills. Experience in event and travel arrangement (booking flights and lodging) desired.

- Outstanding written and oral communications skills; Japanese language fluency useful but not required. Knowledge of other Asian cultures is a plus.
- Strong IT facility, with knowledge of website and social media as well as communications management packages and techniques
- Willingness to work outside of standard work week, as required, and to travel on occasion

Compensation and Benefits

A base salary ranging between 69,000 - 81,500 is offered, commensurate with candidate experience. In addition, the manager will be eligible for consideration for an annual performance bonus based upon a combination of the results of the organization and individual performance over the preceding 12 months, up to the amount of one month's base salary.

The employer will contribute 3% of annual salary into a retirement account. Employee will be covered for health insurance premiums at \$600 per month.

15 days of annual paid vacation are provided initially, to be extended with seniority.

Interested candidates should submit a resume and letter of interest to HR@us-japan.org by February 16, 2024.

Released: February 1, 2024