

---

## **Position Opening: President, National Association of Japan-America Societies, Inc.**

The National Association of Japan-America Societies (NAJAS) is seeking a talented individual to lead its office and play a critical role in nurturing the grassroots of the U.S.-Japan relationship. This unique position involves convening Japan-America Societies, providing grants for several Japan-related program series, and otherwise strengthening the network of the U.S.-Japan community throughout North America. Frequent presence in the Washington DC area is required. Pay is competitive and based on experience. Position will involve regular domestic travel to member societies, as well as infrequent international travel to Japan. See below for more details on NAJAS, the job description, and qualifications.

**NAJAS:** The National Association of Japan-America Societies is a membership association of 38 independent, not-for-profit Japan-America Societies located across North America. Formed by our member societies in 1979, NAJAS' mission is to strengthen this unique, national network of Japan-America Societies devoted to the grassroots relationship between the United States and Japan. NAJAS does this by providing a suite of services to our members, including sponsorship and support for six high quality Japan-related program series, an Annual Meeting to keep leadership of Japan-America Societies informed on issues in the bilateral relationship, and practical programs to assist in the operations of small not-for-profits. With offices in Washington DC, NAJAS is an important and collaborative member of the Japan-related community in the nation's capital.

### **Position Description**

The President reports to a Board of Directors and has overall responsibility for NAJAS' activities in support of Japan-America Societies, including:

- Creation of, support for and administration of Japan-related program series grants covering public affairs, geostrategy, business and economics, security, and culture.
- Identification and provision of services important to Japan-America Societies, including mentorship and consulting on operational issues and funding opportunities.
- Development of partnerships with major foundations and funding partners in support of the program series grants.
- Representing the network of Japan-America Societies with government officials, foundations and major corporations in the United States and Japan.
- Convening an Annual Meeting of Japan-America Societies, including inviting experts on issues of importance and operational management workshops for Society leadership.
- Financial responsibility for a budget exceeding \$1.5 million, and fiduciary stewardship of NAJAS resources.
- Creating and maintaining strong relationships with corporate funders and promoting general publicity about NAJAS and its mission.
- Administration of U.S. operations for three Japan-based exchange people-to-people programs
- Performing general management duties ensuring the successful operations of the organization including successful supervision of the NAJAS Office Manager.

The successful candidate will have:

- Excellent ability to represent NAJAS at high levels
- Dedication to and enthusiasm for improving the U.S.-Japan relationship
- Talent to maintain strong donor relations
- An established network of individuals and organizations that share NAJAS' vision
- Experience in not-for-profit governance
- Knowledge of Japan and the U.S.-Japan bilateral relationship
- Proven management and leadership skills
- Ability to develop and execute fundraising strategies
- Experience with budget management
- Exceptional people-to-people skills
- 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

Interested candidates should submit a resume and letter of interest to [HR@us-japan.org](mailto:HR@us-japan.org) by October 5.