



Executive Director Position Announcement

The U.S. Japan Exchange & Teaching Programme Alumni Association (USJETAA) is an independent, self-sustaining 501(c)(3) tax-exempt, nonprofit organization established in 2015. It serves as a resource for and about the JETAA network and alumni in the United States. It facilitates cooperation and communication among the 19 U.S. JETAA chapters with the business and academic communities, governments of Japan and the United States, U.S.-Japan-related organizations, and the global Japanese community, thereby creating a dynamic network that enables JET alumni to be actively engaged with each other, in their communities, and with others involved in U.S.-Japan relations.

USJETAA seeks an executive director for its Washington, D.C. office. The executive director is responsible for the overall professional leadership of USJETAA, including fundraising and financial sustainability, as well as program, fiscal, and administrative management. The executive director will work with the Board of Directors to develop and foster strong relationships with JETAA chapters and individual alumni, organizations and institutions, and the U.S.-Japan community. They will report to and work with the Board of Directors, to develop a long-term strategic plan and implement the organization's vision, mission and goals

Responsibilities include, but are not limited to:

- develop and implement a dynamic, wide-ranging fundraising strategy targeting corporate and individual donors, ensuring the long-term sustainability of the organization
- create partnership opportunities with stakeholders in the U.S.-Japan community and serve as a central point of contact for organizations and individuals wishing to engage the network of JETAA chapters and alumni in the U.S.
- develop a strategic communications plan and maintain online and social networking presence (website, Facebook, Twitter, etc.)
- conduct fact-finding activities to support national initiatives; monitor chapter activities and organize special outreach projects in designated regions
- develop, conduct and assess the best practices and challenges faced by local JETAA chapters and find ways to support their work
- write and manage proposals and grants with foundations, other organizations, and the U.S. and Japanese governments
- consult with USJETAA board members and other members of the JET community to develop and implement a comprehensive strategic plan that meets the needs of the organization and JETAA community in the U.S.

Applicants will need to have strong fundraising, organizational, communications (interpersonal, verbal and written) and technical skills (computing including database, website and social media). Successful candidates will also demonstrate creativity, innovation and a commitment to supporting the U.S.-Japan relationship.

Experience as former JET participant and role in JETAA activities preferred.

The USJETAA office is located in Washington D.C. Salary range is \$35,000-\$45,000.

Applications due by Friday, November 30, 2017, by email, postal mail or delivery service.

Mail: USJETAA
1201 15th Street, NW, Suite 330
Washington, DC 20005

Email: contact@usjetaa.org