



Part-time 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 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 experienced part-time executive director for its Washington, D.C. office. The executive director is responsible for the overall professional leadership of USJETAA, especially fundraising and budgetary management, in addition to program, fiscal and administrative oversight. 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, to develop a long-term strategic and fundraising plan and implement the organization's vision, mission and goals.

Responsibilities include, but are not limited to:

- developing a successful fundraising strategy, including building relationships with potential corporate and individual supporters, pursuing innovative fundraising opportunities, and writing and managing proposals and grants;
- serving as a central point of contact for organizations and individuals wishing to engage the network of JETAA chapters and alumni in the U.S.;
- consulting with USJETAA board members and the JET and U.S.-Japan community to develop a comprehensive strategic plan that meets the needs of the organization and JETAA community in the U.S.;
- developing, conducting and assessing the best practices and challenges faced by local JETAA chapters and finding innovative ways to support their work;
- creating dynamic, engaging national initiatives involving both JETAA chapter members and individual alumni;
- monitoring chapter activities and organizing special outreach projects in designated regions;
- maintaining online and social networking presence (website, Facebook, Twitter, etc.).

Applicants must have:

- superior public speaking and communication skills (interpersonal, verbal and written);
- at least 5 years working in a leadership role at a nonprofit organization, membership organization or in a start-up environment;
- experience serving on a nonprofit board as a director, trustee or officer, and familiarity with strategic planning, development and fundraising;
- strong grant-writing skills and experience working with, and reporting to, funders;

- proven event management experience, including the execution of small and large events with outside vendors;
- solid technical skills, including the ability to learn and utilize new website, database, desktop publishing and graphic design software;
- entrepreneurial attitude and willingness to be flexible and innovative;
- bachelor's degree required; advanced degree preferred, particularly in Japan Studies, East Asian Studies, Asian Studies or International Affairs, with a strong knowledge of Japan, international exchange or international education.

Additional qualifications:

- experience with creating and running a small business or nonprofit a plus;
- experience as former JET participant and role in JETAA activities strongly preferred;
- successful candidates will also demonstrate creativity, innovation and a commitment to supporting the U.S.-Japan relationship.

This position is part-time (16 – 24 hours/week) and will be based out of the USJETAA offices in Washington D.C.

Cover letter and resume due by Friday, June 24, 2016, by email, postal mail or delivery service.

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