



JAPAN-AMERICA
SOCIETY OF
TENNESSEE, INC.

CEO Search Profile

November 2021

The Organization

Established in 2000 to promote friendly relations and cultural understanding between the people of the state of Tennessee and Japan, the Japan-America Society of Tennessee, Inc. (JAST) is a non-profit 501(c)3 corporation, funded by individual and corporate membership fees, sponsorships, and grants from government institutions and private foundations. Traditionally, serving as Honorary Co-Chairs of the Society are the Governor of Tennessee and the Consul-General of Japan in Nashville. Active engagement with the State of Tennessee and the Consulate General of Japan in Nashville is a priority for the Society's stakeholders, including members, strategic partners and investors.

Headquartered in Nashville, JAST is overseen by an actively engaged 25-member volunteer Board of Directors from leading businesses, institutions and organizations statewide. The JAST Board Chair and the Executive Committee, the JAST core group, work closely with the Society's CEO to ensure that it is generously funded, strategically led, and annually demonstrating the requisite financial viability and operational capacity. A healthy balance sheet, balanced annual operating budgets that hold the line on costs, and an investment fund from which dividends are strategically directed toward high impact, high visibility programs fulfill JAST's mission and further deliver member value.

Through successful signature outreach programs and partnership initiatives involving numerous governmental, corporate, and not-for-profit allies across the state, JAST is widely recognized for its efforts to enhance Tennessee's reputation as a welcoming environment and premier business location for Japanese-owned companies.

JAST's mission is to strengthen a vibrant bilateral economic future for Tennessee and Japan by building upon long-standing relationships and promoting mutual understanding and cultural awareness among Japanese and American communities in Tennessee. Membership at all levels carries the promise of a heightened sense of belonging within Tennessee's Japan-connected community and reinforces the organization's value as a vital networking and relationship building resource.

JAST members gain access to business, educational, cultural and social programs, which provide opportunities for developing personal relationships. Additionally, membership allows Japanese firms an additional pathway to contribute to the cultural fabric of the state, to show community interest, involvement and concern outside of Japanese circles, and to meet American business people who are doing business in or are interested in Japan. Non-Japanese firms also gain opportunities to learn about Japan, its people and their rich cultural heritage, and the nation's global impact in contemporary world affairs.

Attending Southeast-U.S. Japan Association Conferences is one of the highlights of the organization's activities. Other signature annual programs have included the Nashville Cherry Blossom Festival, Memphis Japan Festival, The Mitsui USA Foundation Scholarships in Tennessee Program, the Women's Leadership Forum and Networking Luncheon, and the JAST Invitational Golf Classic, as well as a variety of occasional gatherings and programs that focus

on specific aspects of business, culture and society, including lectures, seminars, exhibitions, music performances, roundtable discussions and other social and networking events.

Prior to the Covid-19 pandemic, the projected operating budget of JAST for 2020 was approximately \$450,000. The day-to-day operations are currently carried out by a staff of three, and the approved 2021 budget was adjusted downward to approximately \$265,000.

The Opportunity

Emerging from the uncertainty of a prolonged global pandemic, the Society continues to be financially stable and positioned to make significant strides forward. With a strong portfolio of signature programs, a long-standing record of success, and strong support from a dedicated Board of Directors, JAST is poised for continued growth and ready to engage its next leader.

Responsibilities

To perform the job successfully, an individual must possess the skills and maturity to perform the following responsibilities:

Mission Fulfillment

- Ensure that the organization always remains mission-focused and that budget, staff and priorities are aligned with the mission;
- Deliver a balanced portfolio of effective programs and events;
- Ensure cultural authenticity, relevance, and quality in all programs/activities offered by the Society, including rigorous and timely evaluation and adaptation or curation as required;

Board Governance

- Collaborate with the JAST Board Chair and Executive Committee in developing, refining and implementing a strategic plan and annual priorities to guide the organization;
- Communicate effectively with the Board and provide information necessary for the Board to function properly and to make informed decisions;
- Actively engage Board members in the Society's activities and foster effective teamwork between the Board and CEO;
- Support the development and continuity of a strong Board of Directors;
- Work with the Board on strategic visioning, planning and implementation;

External Relations

- Oversee a communications plan to raise the Society's profile and publicize its programs to the community;
- Cultivate relationships with the State of Tennessee and the Consulate-General of Japan in Nashville and position JAST as a resource;
- Actively represent the Society in the community, cultivating and maintaining positive relations with Society members, volunteers, community partners, funders and other key stakeholders;
- Represent the Society in the National Association of Japan-America Societies (NAJAS);

Fundraising and Membership Recruitment

- With the Board, seek corporate support through sponsorships and membership;
- Seek grant support as available/appropriate and manage grants received;
- Oversee the successful planning and execution of the Society's fundraising and signature events, including collaboration with the State of Tennessee to coordinate annually the Tennessee delegation to the Annual Joint Meeting of the Southeast-U.S./Japan and Japan-U.S. Southeast Associations (SEUS/Japan);
- Manage the Society's membership program to grow and sustain a strong base of financial and human resources;

Fiscal Management

- Prepare an annual budget for approval by the Budget Committee and the Board;
- Monitor the budget to maintain a sound financial position; review monthly financial reports with the JAST Treasurer and coordinate semi-annual budget summaries for the requisite Committees and full Board;
- Approve expenditures within the authority delegated by the Board and administer the Society's funds according to the approved budget;
- With Society's Treasurer and Finance Chair, ensure that sound bookkeeping/accounting procedures are followed in coordination with accounting services provider;
- Ensure compliance with IRS requirements;

Operational Management

- Oversee the efficient and effective day-to-day operations of the organization and manage resources effectively;
- Maintain official records;
- Ensure compliance with the Society's policies and procedures;
- Ensure compliance with federal, state, and local regulations;
- Sign and manage official agreements on behalf of the Society within the authority delegated by the Board and with advice from professional legal counsel as appropriate;

Human Resources

- Recommend staffing requirements for operational needs and program delivery;
- Recruit, interview, and select staff for positions approved by the Board;
- Manage staff resources effectively, coach and mentor to improve performance, encourage professional development;
- Ensure the implementation of human resources policies and procedures, including an annual performance review process;
- Administer employee payroll in conjunction with the Professional Employer Organization (PEO) engaged by JAST.

Candidate Qualifications

Leadership

- A creative and forward-looking strategic thinker who sees the "big picture" and can identify future needs, develop strategies, establish priorities, and proactively and innovatively address complex issues to fulfill the organization's mission;
- A politically astute leader who is financially savvy with keen analytic, organization and problem-solving skills which support and enable sound decision making and the ability to delegate and guide investment in people and systems;
- An excellent organizational manager with the ability to coach staff, manage and develop high performance teams, set and achieve strategic objectives and manage a budget;

Experience

- A minimum of 10 – 15 years of overall professional experience, including experience in a supervisory capacity that allowed her/him to develop exceptional interpersonal and management skills;
- Experience with strategic planning, budgeting, human resources, and marketing, including the ability ultimately to increase financial support for the organization;
- Experience hiring, mentoring, motivating and leading a staff and comfortable delegating to competent second-line leadership while still retaining ultimate accountability;
- Strong marketing and public relations experience with the ability to engage a wide range of stakeholders, including high-level governmental, diplomatic and corporate executives; experience working in government a definite plus;
- Experience with networking, building partnerships with other organizations, and forging cooperative efforts between and among staff, and other organizations;
- Track record as an action-oriented, entrepreneurial, adaptable, and innovative business professional.

Other Qualifications

- Demonstration of a strong connection to Japan and a solid understanding of the Japanese culture that includes awareness of factors which can bring about networking and intercommunity activity at both the local and international levels;
- Strong written and verbal communication skills, including speech writing and presentation skills honed from direct experience and proclivity to be an outgoing spokesperson, relationship builder, and fundraiser;
- Ability to work effectively in collaboration with diverse groups of people to build consensus and engender a sense of inclusion and purpose;
- Energetically pursue the mission of the society and juggle multiple and potentially competing demands with a positive attitude and in a self-directed manner;
- Passionately committed to the Society mission;
- Bachelor's degree required and a graduate degree in a relevant discipline, such as business administration, public/nonprofit administration or a related field strongly preferred;
- Strong English verbal and written communication; Fluency in Japanese strongly preferred.

Other Considerations

Compensation: Full-time, salaried position with competitive compensation comparable to similar not-for-profit organizations, and commensurate with the candidate's capability and experience, as well as with prevailing market trends

Location: Tennessee, with easy accessibility to major population centers – especially the capital city of Nashville

Travel: Occasional

Website: <http://jastn.org>

How to Apply/More Information

To apply, please send a cover letter and resume to the attention of the JAST CEO Search Committee to the following email address:

ceosearch@jastn.org

All inquiries and expressions of interest should also be directed to ceosearch@jastn.org and to the attention of the JAST CEO Search Committee.