



INDIVIDUAL GIVING INTERN

Japan Society's Development office seeks applicants for our Fall 2022 internship. This individual will assist the Major Gift team with research and managing donor relations at Japan Society. This is an excellent opportunity to gain an introductory experience in fundraising and non-profit management at an internationally-recognized nonprofit cultural organization with a distinguished 113-year history.

Note: Japan Society's Fall 2022 internship program gives interns the opportunity to choose whether to work in our office in **a hybrid capacity**, or **on an offsite fully remote basis**.

Responsibilities:

- Conduct research and identify new prospect members and donors; helping produce donor reports
- Updating donor and prospect information in Raiser's Edge
- Provide staff support at various Society events
- Complete other projects as needed

Requirements:

Applicants should be extremely organized, detail-oriented, able to multi-task, and must be a dependable team player who can take the initiative on projects. Familiarity working with Microsoft Excel is a plus.

Internship Dates and Time Commitment:

- Fall Semester 2022 (September – December) with the option to extend to spring
- 16-20 hours (2-2.5 days) per week

Learning Opportunities:

- Learn various aspects of Individual Giving
- Database skill development
- General office skill development
- Develop internal and external communication skills
- Project management skill development
- Depending on internship length, direct project and/or campaign support
- Earn academic credit (if approved by your college/university)

To Apply: Please note - this internship is unpaid. Email resume and cover letter to membership@japansociety.org and indicate internship position and your name in email



subject line as follows: Individual Giving Internship – [Your Name]. No phone calls please.

While internships are unpaid, Japan Society values its interns and provides the following benefits:

- *Free or reduced-priced admission to Japan Society programs;*
- *Free admission for intern and guest to New York City museums;*
- *Invitations to exhibition openings and other Japan Society events*
- *In-service training program for interns.*

Japan Society is an Equal Opportunity Employer, and welcomes a diverse workforce.

Founded in 1907, **Japan Society** in New York City presents sophisticated, topical and accessible experiences of Japanese art and culture, and facilitates the exchange of ideas, knowledge and innovation between the U.S. and Japan. More than 200 events annually encompass world-class exhibitions, dynamic classical and cutting-edge contemporary performing arts, film premieres and retrospectives, workshops and demonstrations, tastings, family activities, language classes, and a range of high-profile talks and expert panels that present open, critical dialogue on issues of vital importance to the U.S., Japan and East Asia. *For more information, visit our website*

<http://www.japansociety.org>.