



Major Gifts Officer/Office of Development

ABOUT JAPAN SOCIETY

Japan Society is the premier organization connecting Japanese culture, business, and society with audiences in New York and around the world through innovative programs in arts and culture, public policy, business, sustainability, and education, online and on-site at our headquarters in a landmarked New York City building. Since 1907, our mission has been to promote mutual understanding and *kizuna* – forging deep connections – between the U.S. and Japan, by convening critical conversations, championing future creators, and serving as a trusted guide to the abundance of Japan. We are committed to strengthening connections within our community and building new bridges beyond.

ROLE DESCRIPTION

Japan Society is recruiting for a full-time **Major Gifts Officer**. You will join the Development team in New York and build out a new role and create new opportunities in one of NY's most dynamic Arts, Culture, and Business spaces. As a front-line fundraiser, you will be responsible for identifying, through research in the US-Japan space and from within our constituency, prospective supporters who can give \$25K+ gifts to the Society.

This is a unique opportunity for a New York-based fundraiser, as you will create and implement from the ground up. As well, you will join a high-functioning, remarkably committed and caring team who raise over \$5M annually in support of award-winning programs that build bridges to the US-Japan community.

Key Responsibilities

Reporting to the VP, Development and working with the Director of Development Operations, you will:

- Manage relationships with 150+ prospects comprising first time, annual and major gift rated individuals. Meet with at least 10-15 individuals monthly and solicit at least half on a regular basis to achieve an agreed upon Year-1 fundraising goal.
- Qualify and engage members/donors with a goal of soliciting major, planned, and annual fund/membership renewal gifts.
- Take member-level supporters, qualify and engage them through the development pipeline with a goal of securing a major gift.
- Work with established prospects, through the Director of Development Operations, in addition to discovering and qualifying new major gift prospects.
- Align portfolio members with interests (ie, Gallery, Performing Arts, Film, Language, Education) and drive/engage relationships through cultivation activities and events that bridge the donor's interests to the program areas.
- Consult with and work closely with each development team member: foundations, corporate, operations, gift processing and events.
- As a results-oriented and knowledgeable professional, you will develop and execute an annual plan of engagement activities/events/mailings/communiques for each prospect, including



qualification, cultivation, solicitation and stewardship. You will have the support of the President and Board to achieve success.

- Evening and weekend work sometimes required, along with the ability to work flexibly/remotely as needed.

Qualifications

- Interest in the US-Japan space; art, culture and business.
- Bachelor's degree and a minimum of 5 years' fundraising experience
- Willingness to travel locally in the tri-state area
- Strong oral and written communication skills
- Good judgment and strong relationship building skills
- Results oriented, proactive style
- Willingness to engage remote relationships using virtual platforms
- Access to internet service and ability to work remotely as needed
- Computer competencies

Preferred Qualifications

- Experience working in complex organizations and with creative personalities
- Experience in higher education and/or the arts helpful
- Driver's license
- Knowledge of Japanese language helpful, but not necessary.

Other

- Japan Society provides exceptional benefits that include health, dental and vision, 12 holidays, generous vacation, employee education, a robust retirement contribution program, and the privilege of working in a 50-year-old landmark building.
- All Japan Society hires must be fully vaccinated and present proof of an FDA- or WHO-authorized or approved COVID-19 vaccination or have a medically approved disability/medical or religious exemption.

TO APPLY:

- Email your resume and cover letter to the Chief Operating Officer, at jobs@japansociety.org.