



FOUNDATION & GOVERNMENT RELATIONS DEVELOPMENT INTERN

Japan Society's Foundation & Government Relations team seeks applicants for a Spring 2022 fundraising and development internship. This is an excellent opportunity to gain an introductory experience in institutional fundraising and nonprofit management at an internationally-recognized nonprofit cultural organization with a distinguished 115-year history.

Responsibilities:

The intern will assist with various tasks including, but not limited to:

- Research and reporting on current and prospective foundation and government funders
- Supporting proposal development for foundation and government grant opportunities including formatting, copy-editing, writing, and brainstorming
- Assisting with funder relationship management including letter-writing and additional communications
- Assisting team members with systems and database management
- Completing general administrative tasks as needed.

Requirements:

The ideal candidate should:

- Be detail and deadline oriented
- Have the ability to manage multiple tasks simultaneously in a fast-paced (virtual) environment
- Be a competent and confident writer
- Have basic computer skills (experience with Excel, Raiser's Edge a plus)
- Have a demonstrated ability to collaborate well in remote and diverse team settings
- Have a sincere commitment to diversity, equity, access, and inclusion
- Maintain an interest in Japan or Japanese culture
- Be interested in nonprofits, fundraising, arts administration/museum management, international relations

Time frame and details:

- Spring Semester 2022 (February – May)
- 16-20 hours (2-2.5 days) per week

Learning/professional opportunities:

- Gain first-hand experience in nonprofit fundraising and management
- Earn academic credit (if approved by your college/university)
- Receive recommendation letter from supervising team member (upon request after successful completion of internship)

To apply: Please note - this internship is unpaid. Please e-mail a **cover letter and resume** to membership@japansociety.org and indicate internship position and your name in email subject line as follows: F&G INTERN: [Your Name]. No phone calls please.

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

- *Free admission to Japan Society programs;*
- *Free admission for intern and guest to participating New York City museums;*

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>.*