



## **DEVELOPMENT ASSOCIATE**

### **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.

### **DESCRIPTION:**

The **Development Associate** is the administrative backbone for Corporate and Individual Giving, ensuring smooth operation of all aspects of Japan Society's corporate and individual membership and sponsorship programs. The role supports renewals, gift processing, data entry and recordkeeping, fielding membership inquiries along with the Corporate and Individual Giving team members. As part of the Development Department, you will also be a part of Member event planning, helping both support and attend events.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Corporate and Individual Membership:**

- Manage Corporate and Individual Memberships and Sponsorship which includes the timely processing and tracking of Membership renewal letters, invoices, payments, gift acknowledgements and solicitation materials, with follow-up by phone or e-mail when necessary.
- If and when necessary, track airline contracts and ticket usage, coordinating with other departments.
- Working with the Corporate and Individual team, ensure donor "credit" lines are properly managed, handled and displayed in support of Development donors.
- Help manage research, and track cultivation and stewardship of prospects in Raiser's Edge.
- Help prepare collateral meeting materials.
- Working with the lead Development Associate for Operations, field inquiries via phone and email, providing member customer service / trouble shooting as necessary, while referring more complex inquiries to appropriate Japan Society staff.
- Fulfill Corporate and Individual Member benefit obligations and requests, including updating mailing lists and producing and sending gallery passes or related deliverables.

#### **Other:**

- Assist in the processing of other team fundraising operations to ensure a successful Development department that is committed to meeting the needs of its Members. This may include, among other things, supporting others with preparation and execution of events that fulfill Member benefits.
- Enjoy working in a multi-cultural, team-oriented environment, working occasional evenings, with other talented, caring and nice people!

**To Apply:** Email your resume and cover letter to the Chief Operating Officer, at [jobs@japansociety.org](mailto:jobs@japansociety.org).