



INDIVIDUAL GIVING INTERN

Japan Society's Development office seeks applicants for our summer 2022 internship. This individual will assist with daily operations related to the Development Office at Japan Society. Working with the Individual Giving team, 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 summer 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
- Representing the Individual Giving team by managing customer service inquiries via phone and e-mail
- Provide staff support at various Society events
- Complete other development operations tasks 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 databases and Microsoft Excel is a plus.

Internship Dates and Time Commitment:

The internship will start beginning of June to end of August with the opportunity to extend to the fall. Requires a 16-20 hour commitment (2-3 days) per week.

Learning Opportunities:

- Learn the ins and outs 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 by May 27th. Please indicate name of internship in email subject line. 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;*
- *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>.*