



DEVELOPMENT OPERATIONS INTERN

Japan Society's Development office seeks applicants for our Spring 2022 internship. This individual will assist with daily operations related to the Development Office at Japan Society. Working with the Development Operations 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 115-year history.

Responsibilities:

- Assist with processing and acknowledging Individual Giving and Corporate memberships and gifts
- Fulfill Individual membership benefits such as distributing discount codes, ticket offers, and tracking RSVPs for events
- Assist with Individual and Corporate membership renewal notices
- Manage return mail tracking and communications
- Assist with updating donor/member information in Raiser's Edge and Ticketure
- Represent the Individual Giving team by managing customer service inquiries via e-mail
- 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:

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

Learning Opportunities:

- Learn the ins and outs of an Individual and Corporate membership program
- Database skill development
- General office skill development
- Develop internal and external communication skills
- Earn academic credit (if approved by your college/university)

To Apply: Please note - this internship is unpaid. Email cover letter and resume to membership@japansociety.org and indicate internship position and your name in email subject line as follows: DEV INTERN: [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;*

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>.