



## **Part-Time Assistant, Corporate Partnerships**

**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 onsite 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 Part-Time Assistant supports Corporate Partnerships' administrative tasks of updating the corporate database, sending renewal and acknowledgement letters to corporate members and batching gifts. We are seeking a detail-oriented professional who can work **18-19 hours per week from mid-August until November 30<sup>th</sup>**. Onsite work is preferable during the initial training period of the first 2 weeks, but remote work is possible afterwards.

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

- Update and maintain donor records in the Raiser's Edge database.
- Generate and edit renewal and gift acknowledgement letters, invoices, corporate rosters from Raiser's Edge.
- Conduct research on corporate members and prospects.
- Perform other duties as needed.

### **QUALIFICATIONS and Requirements:**

- Bachelor's degree.
- Must be detail oriented
- Experience of using Raiser's Edge database is a plus.
- Computer proficiency
- General office experience
- Knowledge of Japanese culture and/or language is a plus, but not required

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