



BOARD LIAISON

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 **Board Liaison** is responsible for overseeing all aspects of day to day operations of the Japan Society Board of Directors. In conjunction with the President, Chief of Staff, and Development team, this position will play a critical role in the smooth operation of Board activities, as well as working to ensure the alignment of Board and organizational priorities and strategy. Reporting to the Chief of Staff, this role will sit within the Office of the President.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Schedule all annual Board meetings, including all Committee meetings
- Track, compile, and disseminate materials and collateral for all meetings, reviewing for accuracy and consistency, and ensure progress on action items between meetings
- Coordinate all logistics for meetings, including tech, AV, and catering needs
- Take notes for and prepare meeting minutes, working with relevant departments to finalize
- Work within the Office of the President to codify and uphold new Board Member onboarding procedures and establish and carry out offboarding procedures to maintain engagement and future investment during Board Member transitions. Maintain and manage global network of Board alumni
- Develop and implement a framework for tracking Board engagement
- Manage, centralize, and update Board files and documentation, including contact lists, policies, procedures, Board documentation for audits, Board statistics, and more
- Work with the Executive Team to maintain accountability for the Board with the organization's bylaws, follow and advise on procedures, and document necessary proceedings consistent with nonprofit/state guidelines
- Draft and coordinate regular communication between Office of the President and Board members
- Liaise with the Development Office ensuring all divisions are apprised of changes in the Board and potential opportunities for engagement and fundraising
- Additional special projects as needed

QUALIFICATIONS:

- 4-year degree in related field, or combination of relevant education and work experience
- 3+ years' work experience in non-profit development and/or board relations
- Experience supporting executives and senior leaders



- Ability to prioritize workload and manage multiple projects and overlapping deadlines
- Team-oriented and collaborative
- Ability to exhibit a high degree of judgment, discretion, and professionalism when interacting with board members and executive/senior management
- Exceptional organizational skills, attention to detail, and ability to project manage across multiple departments
- Effective time management skills and the ability to meet deadlines with little oversight
- Excellent oral and written communication skills
- Proficient in Microsoft Office suite, donor management software (Raiser's Edge experience a plus), and Adobe Acrobat
- Demonstrated interest in Japanese culture a plus

To Apply: Email your resume and cover letter to the Chief Operating Officer, at jobs@japansociety.org.