



## **DEVELOPMENT ADMINISTRATION INTERN**

Japan Society's Development office seeks applicants for our fall 2021 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 114-year history.

### **Responsibilities:**

- Assist with processing and acknowledging Individual Giving and Corporate memberships and gifts
- Fulfill Individual membership benefits such as distributing discount codes and ticket offers
- 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:**

The internship will start during the Fall semester but the prospective intern has the option to extend to the Spring. Preference will be given to those who wish to commit to both semesters.

Time Commitment: This internship will run for a minimum of 10 weeks, ~20 hours per week, with the option to extending the time period after review.

### **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
- 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](mailto:membership@japansociety.org). 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>.*