CHIEF OF STAFF

Join our team at this exciting time as our new President and CEO reintroduces Japan Society for the global era in our second century of promoting mutual understanding between the United States and Japan. We are seeking a Chief of Staff for the Office of the President and CEO that would serve not only as an extra “arm” of the President and CEO to execute the office’s objectives on a day-to-day basis, but also an additional pair of “eyes and ears” enhancing communication and managing the relationships with members of the Board of Directors, senior management, and the mid- and junior-level staff by liaising directly with them on a daily basis. The Chief of Staff is responsible for amalgamating opinions from every level of stakeholder, and in turn control the stream of information to the President and CEO. The Chief of Staff is responsible for oversight of both internal and external communications — that is, unifying the vision set out by the President and CEO vis-a-vis its communications, and ensuring that messaging around said vision is clearly understood among all stakeholders. Finally, the Chief of Staff would act in a flexible capacity so as to assist the President and CEO on new initiatives, such as targeting new audiences and new partnerships, as well as be at the President and CEO’s disposal for research-related tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Relationship Management
- Liaise with Board of Directors to obtain their input, and increase the engagement of individual Board members;
- Prepare and advise President and CEO in preparation for Board meetings;
- Liaise with senior staff and monitor progress on action items;
- Dialogue with staff to provide direct line to leadership, and identify actions to improve “quality of life” for staff;
- Actively seek out and operationalize new opportunities for partnership with external groups, and act as surrogate for President.

Communications
- In cooperation with Communications team, facilitate the development of a new, cohesive Japan Society brand identity and operationalize the President’s new vision.
- Work with Media & Marketing and outside partners to identify existing audiences, expand demographic targeting to younger audiences, and examine potential geographic expansion beyond New York City.
- Upgrade use of technology to better communicate Japan Society brand and image through social media, AR, etc.
Internal Organizational Issues
• Increase cooperation and communication among diverse staff to create a multicultural organization;
• Create Japan Society brand internally, and promote collaboration and team work across departments;
• Collaborate with President on rejuvenation of mission statement by soliciting feedback within organization, and dissemination of final statement.

Research and Administration
• Manage President’s agenda items on a weekly, monthly, quarterly and bi-annual basis;
• Monitor progress on President’s and organization’s progress relative to the new vision and mission;
• Conduct research for President on related topics;

QUALIFICATIONS:
• BA/BS and preferably MA/MS in public administration, international affairs, nonprofit management or related field;
• Minimum 3-5 years of related experience;
• Possess strong analytical skills, and ability to process a large body of information quickly;
• Superior interpersonal skills, and ability to diplomatically manage staff with diverse work styles;
• Must be well-organized, detail oriented, and a quick thinker;
• Be an out-of-the-box thinker who works best in a changing workplace while promoting a collaborative work environment.

To Apply: Email your resume and cover letter to the Director of Human Resources, at jobs@japansociety.org.

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.

Japan Society is an Equal Opportunity Employer, and welcomes a diverse workforce.