



DEVELOPMENT OFFICER FOR FOUNDATION AND GOVERNMENT RELATIONS

The Development Officer will partner with Director of Foundation and Government Relations on fundraising from foundations and government agencies in both the U.S. and Japan, ensuring the smooth operation of all aspects of Japan Society's efforts in these areas. The Development Officer will conduct prospect research, process gifts and send acknowledgement letters, write letters of inquiry, proposals, and donor reports, utilize Raiser's Edge for data entry and generating reports and queries, create and manage financial reports in Excel, and maintain fundraising records and annual calendar.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct prospect research for educational and cultural programming, general operating support, and capital improvement projects
- Write cover letters, letters of inquiry, proposals, and reports;
- Gift processing and acknowledgement;
- Create budgets and financial reports in Excel;
- Light data entry and record keeping;
- Track prospects, make updates, batch payments, and create reports and queries in Raiser's Edge;
- Light administrative tasks such as maintaining files and a grants calendar;
- Supervise and assign tasks to interns, as needed;
- Provide staffing support at various Japan Society events, as needed.

REQUIREMENTS:

- Bachelor's degree and a minimum of 2-4 years fundraising and grant writing experience;
- Knowledge of government grants, and previous experience writing and managing government applications are preferred;
- Must be a very strong writer with the ability to synthesize complex program concepts into compelling proposals and reports;
- Must be detail-oriented, organized, flexible, and a team player with the ability to multitask;
- Excellent oral, interpersonal and intercultural communication skills are a must;
- Experience with Microsoft Office and database processing (preferably Raiser's Edge—including the building of queries and custom reports, exports and merges) is essential;
- Interest in and/or knowledge of Japanese culture and some Japanese language ability are a plus.

To Apply: Email your letter of interest, a resume, and two writing samples, including a letter of inquiry and a grant proposal excerpt) to: 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.