



DEVELOPMENT RESEARCH INTERN

Japan Society's Development office seeks applicants for a summer 2021 internship. These individuals will assist with research and planning related to the Development Office at Japan Society. Working with the Development 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 113-year history.

Responsibilities:

Research Interns will assist in identifying, researching, and analyzing prospects for major gifts/corporate/foundations engagement, cultivation and solicitation. This research and analysis serves as the foundation of our fundraising and plays a direct role in the Society's success. You will work with the major gifts/corporate/foundations teams to identify and qualify prospects, from Raiser's Edge and independent research, who have the propensity and capacity to support our mission. Interest in research in the arts, policy, education and business is necessary.

Corporate/Foundations Research Intern

- Conducting research on current and prospective donor corporations.
 - Identifying Japanese companies and industries making entry into the U.S.
 - Identifying U.S. companies and industries making entry into Japan.
 - Identifying philanthropic focus of current and prospective donor corporations relevant to Japan Society's missions.
 - Research on specific individuals from donor corporations the team or the President are meeting with.
 - Research relevant news items on corporate members & trending industries in Japan/US.
 - Summarize business & political news in US & Japan, US-Japan, and China.
- Inform team on any upcoming major events, developments, news items, etc.
- Draft briefs summarizing salient news items & updates for Development team.
- Contact research on appropriate contacts for outreach
- Conducting research on relevant foundations' grants and deadlines

Major Gifts Research Intern

- Identify, research, and analyze prospects for major gifts
- Conduct research on current members to identify whom to move through the major gifts pipeline, beginning at the \$250 membership level
- Conduct research on 333 Contemporaries event ideas/speakers/locations, etc. and assist with the planning of events
- Complete other development related 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 Summer semester but the prospective intern has the option to extend to the Fall. 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
- Digital/In-person event planning
- 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. Please indicate name of internship in email subject line. Also, please specify which research area you are interested. 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>.*