



Corporate Partnerships Associate

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.

REPORTING TO:

Associate Director Corporate Partnerships or Director of Corporate Partnerships

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This is a revenue generating and maintaining position within the Society's Development department. You will be part of a high functioning and very successful team that is tasked with raising over \$4M per year. This goal is achieved and exceeded through a membership-based subscription and event (including an Annual Dinner driven by the corporate team) activities designed to attract and maintain a robust corporate membership that includes over 120 US and Japanese companies that pay dues of \$6K - \$100K.

In your role, you will:

Membership (50%)

- Support the Associate Director and Director with maintaining and upgrading current members
- Provide support with researching, identifying and soliciting for new corporate memberships
- Support the delivery of exclusive and tailored benefits as per revised/enhanced membership levels (see events)

Administrative (25%)

- Update and maintain donor records and membership interactions in the Society's database system, Raiser's Edge (RE)
- Generate renewal letters and create gift acknowledgements, invoices, rosters from RE

Events (25%)

- Coordinate networking events in keeping with corporate membership benefits
- Support the delivery of exclusive and tailored benefits as per membership levels
- Handle event logistics from invitation lists to RSVPS
- Manage post-event activities such as thank you notes, invoices, acknowledgments, etc.
- Assist with Annual Dinner activities that range from list/task and prospect preparation and review to invoicing and related data entry needs
- Help launch and grow to oversee the "US-Japan plus 1" lunch series by helping coordinate outreach to members, along with identifying key embassies in which to work



- Perform other duties as needed.

QUALIFICATIONS:

- Bachelor's degree or equivalent
- Detail oriented
- Experience using Raiser's Edge database is a plus
- Computer proficiency
- Team spirit and desire to contribute to this space
- Interest in the US-Japan space, culture and language; knowledge of Japanese a plus

To Apply: All applicants must email their resume and cover letter to the Chief Operating Officer at jobs@japansociety.org. Resumes submitted without a cover letter will not be considered. Japan Society is an Equal Opportunity Employer, and welcomes a diverse workforce