



Job Opening: Program Manager (Development, Events, Membership)

The National Association of Japan America Societies (NAJAS) seeks a Program Manager to facilitate the production of existing grant programs, join staff in developing concepts and funding partners for new series, coordinate a national conference of U.S.-Japan-related organizations, and help serve approximately 40 member Japan-America societies located across 26 states and a Canadian province. The position entails varied work in grant performance management, and member relationship management.

This is an exciting opportunity for an energetic initiative-taker seeking to foster positive U.S.-Japan relations through grassroots activities and to collaborate with professionals and volunteers enthusiastic about our mission to build cross-cultural understanding. We seek initiative-takers with a few years of related experience capable of operating independently, applying their creativity and specialized knowledge, and delivering exceptionally managed results.

This position is full-time with a preference for basing in the greater Washington DC area where NAJAS' office is located, with allowance for remote work. Exceptional candidates may be considered for fully remote basing outside of the region. Pay is competitive, based on experience, and indicated by the salary range below. Final salary will also reflect the cost of living in the area where the employee resides, should a fully remote option be exercised.

About NAJAS: The National Association of Japan America Societies (NAJAS) was founded as a non-profit membership organization in New York City in 1978. It has grown to today encompass 39 Japan-America societies in the United States and Canada who each promote cooperation and grassroots-level understanding between the peoples of Japan and the United States according to their local interests and fully independent constitutions. With a membership that cuts across nationalities, ethnicities and subject matter categories, NAJAS forms the largest private network supporting a bilateral relationship, with traditions among its oldest members dating back 120 years.

Through the support of institutional funders, NAJAS delivers funding and programmatic support to member societies to produce high-quality current affairs, business, cultural and educational

programs about Japan and U.S.-Japan relations. Second, NAJAS directly administers three cultural and educational exchange programs between Japan and the U.S.

Third, NAJAS provides non-profit management consultancy, and information products and services to members to grow their capacity. Fourth, NAJAS also serves to connect the network of Japan-America Societies to kindred organizations to advance bilateral partnership and address regional and global challenges. Our flagship event is our Annual Conference at which societies learn from one another and collaborate with colleagues beyond the NAJAS network, including project funders, solutions providers, business, academic and government leaders, and explore new connections. Learn more about the [NAJAS Annual Conference](#).

Fifth and finally, NAJAS serves as a national-level advocate for and promoter of U.S.-Japan ties from the grassroots level. [Learn more on our website](#).

About the position: This position represents an expansion to three full-time, core staff. The individual will report to the President of NAJAS and will work closely with the Operations & Communications Director, with duties to include:

- **Administering and helping member societies implement grant programs** covering public affairs, business and economics, security, and culture.
- **Pursuing new funding opportunities and supporting fundraising campaigns** through research, grant proposals and collateral development.
- **Managing conference logistics and development** for the NAJAS Annual Conference in August 2025 and supporting a virtual webinar series.
- **Servicing and assisting member societies** through onboarding, connecting members to benefits and news, maintaining records and updating resources.

The successful candidate will have:

- Dedication to and enthusiasm for providing one-on-one customer/member service in support of NAJAS' mission; strong people skills.
- Grant or other project management and related English-language public/client communications (verbal and written) experience of at least two and ideally 3-5 years.
- Solid research skills and an ease at developing networks among professional staff from public and private sectors.

- Detail attentiveness and drafting precision, organization and time-management skills. Experience in event and travel arrangement (agenda management, conference logistics, etc.) desired.
- An interest in cross-cultural communication and NAJAS' mission of promoting mutual understanding. Japanese language fluency useful but not required. Knowledge of Japanese or other Asian cultures is a strong plus.
- Digital communications skills including experience in mass email production, with knowledge of CRMs and grant management software preferred.
- Willingness to work occasionally outside of standard work week, as required, and to travel as required.

Core responsibilities will include the following:

Grant Program Management & Development

- Support the implementation of existing and future grant-funded programs for member societies by overseeing the application process for competitive grant opportunities, tracking schedules, ensuring execution of events to grantor terms and overseeing the submission of event reports from members and NAJAS.
- Conduct prospect research to identify potential new grant partners and themes, as well as related funding streams (promotions, sponsorships, etc.).
- Develop grant concepts and proposals with President and stakeholders.
- Create impact reports and collateral to drive fundraising in collaboration with Operations & Communications Director.

Conference Management

- Collaborating closely with President, Operations & Communications Director, and Host Society, plan the NAJAS Annual Conference, manage and update the schedule of events, and contribute to program development.
- Manage attendee, speaker, and vendor registration and communications.
- Oversee conference logistics, including travel, venue, A/V contracting, and speaker / vendor support.
- Produce event assets and materials, including program schedule, signage, and gratuity items.

- Assist with year-round virtual webinars (~1x monthly), including conceptualization, scheduling, promoting, hosting, and posting online.

Member Services

- Manage member onboarding and orientation and assist members to activate benefits.
- Update member records, online resources, and benefit information; monitor inquiries and resolve service issues.
- Support new member society identification and recruitment.
- Collect member news in cooperation with Operations & Communications Director.

About you: The ideal candidate will have demonstrated experience with the following:

- Grant administration or grant writing for two or more years.
- Large-scale event and/or program management.
- Operating in a culturally diverse environment on Japan and/or international affairs, and with non-profits is a considerable plus, but not required.
- Member/customer service.
- Information collection and management (e.g., database/CRM, online forms).
- Digital communications including mass email.
- Visual and brand asset management; graphic design (e.g., Canva familiarity).
- MS Suite (Word, Excel, PowerPoint) and nonprofit CRM or association management software (e.g., Wild Apricot) skills or quick-learner aptitude required. Asana familiarity a plus.

The ideal candidate will work well independently and with a distributed team, enjoys seeking ways to contribute and improve, anticipates needs and resolves issues before they escalate, and takes pride in delivering exceptional results.

Applicants must have legal authorization to work in the United States.

Location / hours: This position is full-time (40 hours/week). Remote and in-office work is anticipated with a geographically remote basing considered for the appropriate candidate. The position offers a flexible schedule, but requires occasional off-hours work (early mornings,

evenings, and weekends) to interact with individuals in Japan, host/attend virtual events, and execute core responsibilities such as the annual conference.

Salary: \$58,00-68,000 annually

Benefits: Health Plan reimbursement up to \$600 per month; vacation; sick leave; employee-directed 401k; SmartBenefits pretax transit benefit

To apply: Please send a cover letter and resume to hr@us-japan.org with the subject line "Program Manager application — (your full name)"

As part of your cover letter, please address the following: Do you have two or more years of experience in grant administration or grant development/writing or related work? If not, what experience or capacity would enable you to propel forward NAJAS' work to develop new programs and secure grant funding to launch them for our members?

Deadline: Applications will be reviewed through Friday, December 20, 2024.

Selection: We aim to fill this position in February 2025 and begin the individual as shortly as feasible thereafter.

Equal Employment: NAJAS is an equal opportunity employer. All applicants will be considered for employment without attention to any protected class, including but not limited to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.