



## **DEVELOPMENT ASSISTANT (PART-TIME)**

The Development Assistant provides administrative support to the Individual Giving Department to ensure the smooth operation of all aspects of Japan Society's individual membership and gift programs. The Development Assistant will be responsible for renewals, gift processing and acknowledgement, data entry and recordkeeping, handling of member inquiries, and assisting with special events. ***This is a part time position of up to 20 hours per week.***

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage daily individual membership operations and other types of individual contributions, including the timely processing of solicitations, renewals, upgrades, gift acknowledgements, membership packets, and solicitation materials, with follow-up by phone when necessary;
- Field inquiries via the individual membership phone line, email inbox, providing member service/troubleshooting as necessary, while referring more complex inquiries to appropriate Japan Society staff;
- Fulfill individual member benefit obligations and requests, including complimentary catalogues, gallery passes, and special offers;
- Update individual member records in the Raiser's Edge database as needed;
- Help conduct research on prospective individual donors in consultation with other Development staff;
- Assist in coordinating content for donor communications, including assistance in drafting electronic messages, the monthly e-newsletter, and calendars;
- Follow up on returned mail, and file all copies of correspondence as needed;
- Assist with the planning and implementation of targeted campaigns such as annual board dues solicitation, annual appeal, membership drive, and other Individual Giving initiatives;
- Provide support for the Bash + Benefit Auction, the Annual Dinner, and select membership events;
- Assist with the maintenance and expansion of the Restaurant and Merchant Partners Program;
- Assist with other Development Department projects, as needed.

### **QUALIFICATIONS:**

- Bachelor's degree required, and a minimum of one year related development, administrative or customer service experience.
- Must be well organized and detail-oriented with the ability to multitask.
- Excellent interpersonal skills and strong written, oral, and intercultural communication skills are essential.
- Experience with database processing (preferably Raiser's Edge, Patron Edge, and/or SR04—including the building of queries and custom reports) a plus.
- Knowledge of Japanese culture and language preferred.



**To Apply:** Email your resume and cover letter to the Director of Human Resources at [jobs@japansociety.org](mailto: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.***